



## Employment Services Case Worker Paid Internship—\$10 per hour

**Purpose:** Work in the Employment Services Program connecting people to appropriate resources and helping them find jobs. The intern is responsible for learning about Irving human services, coaching clients to help them obtain employment, building community partnerships, brainstorming marketing ideas, designing and conducting a Job Search Seminar

### Major Responsibilities:

- ✦ Design and implement a Job Search Seminar curriculum
- ✦ Manage client files and write case notes
- ✦ Identify new job leads
- ✦ Attend scheduled meetings
- ✦ Adhere to confidentiality guidelines and other guidelines in the Employee Policy Manual
- ✦ Support the Employment Services Manager with other duties as assigned

**Time Commitment:** Eight week period from June 7 to July 30  
35 hours a week for eight weeks; M-F, 9AM-5PM  
*schedule is flexible but must be consistent*

### Qualifications:

- ✦ Excellent verbal, written and listening skills
- ✦ Demonstrated desire to explore Social Service issues including Employment
- ✦ Willingness and ability to read material in search of specific information
- ✦ Self-motivated and self-directed
- ✦ Must have excellent organization skills
- ✦ Computer skills including Microsoft Office
- ✦ Spanish speaking is a plus

**Training Provided:** Gain practical experience in a busy social service agency environment; scheduling appointments, researching resources, composing case notes, conducting data analysis

**Work Location:** 440 S. Nursery Rd., Suite 101, Irving, TX 75060, in the Irving Human Services Building

### To apply: **Submit resume, cover letter, 2 references**

Mary Shelton, Employment Services Manager  
Irving Cares  
PO Box 177425  
Irving, TX 75017-7425

### OR

mshelton@irvingcares.org  
Subject line: Intern Position

**More information:** (972) 721-9181 ext 207 **OR** [www.irvingcares.org](http://www.irvingcares.org)

**Deadline to Apply: Friday, April 23, 2010**

Made possible by a grant from the ExxonMobil Community Summer Jobs Program

