



www.irvingcares.org

Would you like to make a difference this summer?

PAID CASE MANAGEMENT INTERNSHIP!

We are seeking a summer case manager to work in the Employment Services Program.

You will:

- Learn to assess the client's employment and educational needs
- Coach them through the interview process
- Refer them to the appropriate organizations for work clothing, resume writing, and other needs
- Design and conduct a Job Search Seminar for clients
- Market and promote the Employment Services Program

Qualifications:

- Excellent written and verbal skills needed
- Must have the ability to multi-task
- Computer experience
- Currently enrolled as a full-time undergraduate student who will be returning as a full-time student in the fall

Deadline to apply: April 15, 2017

ExxonMobil Community
Summer Jobs
Program

*Internship made possible by ExxonMobil
Community Summer Jobs Program*

To apply send resume and cover letter to:

mshelton@irvingcares.org

Mary Shelton

Employment Services Manager

PO Box 177425

Irving, TX 75017-7425