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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 1, 2016

*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