

Case Management Intern

OUR MISSION

We support former foster youth to become independent, successful adults through positive relationships, individualized support & education, and connection with community resources.

OUR VISION

We envision a future in which foster youth are empowered to reach their full potential.

Unlimited Potential is a non-profit organization dedicated to assisting former foster youth in becoming self-sufficient. We serve as a link between these young adults and the resources they may need to pursue more independent living

RESPONSIBILITIES

Direct service delivery under the supervision of Program/Case Manager

Attend volunteer training session

Attend and participate in case reviews and weekly staffing

Update and help maintain participant tracking worksheets

Scanning case file documents

Occasional transportation of participants to essential appointments

QUALIFICATIONS

Be an effective communicator

Ability to prioritize, multitask and meet deadlines

Good organizational skills

Completed or working toward college degree, preferably in a related field

Must be computer literate with a working knowledge of MS office and google drive

Work independently and identify potentially more effective methods of case management and work operations

HOURS

15 to 20 hours a week. Work schedule is flexible between 8:30AM to 5PM, Monday through Friday.

COMPENSATION

This is an unpaid volunteer internship.