



## People's Resource Center Social Work Internship Opportunity

### **SOCIAL WORK INTERNSHIP OVERVIEW**

People's Resource Center (PRC) is searching for MSW/BSW Interns to provide front line support for the Social Services Department and work closely with Social Services Manager. This internship is an opportunity for students to integrate academic learning with actual work experience. Interns will be introduced to the wide array of safety-net programs and resources that support people experiencing poverty. This position will help develop soft skills such as customer service, problem solving, and time management and provide experience working with a diverse client population. Our population also includes individuals and families who are homeless, disabled, seniors, and newly unemployed or underemployed. It is a great place to experience social work in action.

### **KEY RESPONSIBILITIES:**

- **Financial Assistance Screenings & Applications:** Help determine clients' eligibility for financial assistance, process applications for rent, car repair, utility, and other assistance to help households meet basic needs.
- **Public Benefit Applications:** Assist clients with public benefit applications for programs such as SNAP and Medicaid.
- **Family Connections Case Management:** Meet with assigned clients at least monthly to help identify goals and provide support/referrals. Identify new households for the program and complete intake assessments to determine program fit.
- **Project Work:** Special projects determined by agency need and intern interest.
- **Client Intake & Needs Assessments:** Complete intake for new and returning clients for food pantry services. Assist new clients with access to resources and provide information about topics such as PRC services, healthcare, public benefits, and more.
- **Community Engagement:** Attend collaborative community meetings to learn about new resources, policy updates, or trainings on topics of interest.

### **CURRENT OPENINGS:**

Openings in Wheaton and Westmont locations. No remote work – all work will take place at a PRC office. Evening and Saturday hours may be available. Training will take place M-F in Wheaton.

### **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED**

1. Skills/knowledge
  - Desire to work in a social service organization
  - Ability to think critically and comfort asking challenging questions
  - Ability to work effectively with volunteers, with people from other countries, and with people speaking other languages
  - Able to work independently after direction and training are received
  - Able to accurately perform detailed work involving numerical data
  - Attention to detail
  - Able to preserve confidentiality and exercise discretion
  - Basic knowledge of Microsoft Word, Excel, Internet search engines
2. Experience/education:
  - Current student enrolled in an MSW/BSW program at an accredited university or college

## **ORGANIZATION OVERVIEW**

People's Resource Center (PRC) is a not-for-profit, social service organization founded in 1975 by community members looking to help neighbors who were facing financial hardship. Inspired by social justice heroes like Martin Luther King, Jr., Dorothy Day and Jane Addams, founders Dorothy McIntyre, Father Tom Peyton and a group of volunteers sought to do more than start a local food pantry.

With a team of over 2,000 volunteers supported by 47 employees, PRC offers free emergency needs assistance and educational programming. Our emergency and basic needs services include food assistance, clothing, financial assistance, homelessness prevention services, and referrals for medical and dental care. Job search assistance, adult basic education and literacy, computer training and access, and art enrichment equip individuals with the tools and resources they need to build stronger futures.

## **APPLICATION PROCESS**

**To apply, please send your resume and cover letter to [internships@peoplesrc.org](mailto:internships@peoplesrc.org)**

*[www.peoplesrc.org](http://www.peoplesrc.org)*