



Job title	<i>Case Management Intern</i>
Reports to	<i>Director of Case Management & Support Services</i>
Start Date	<i>January / February 2021</i>

Job purpose

The New Haven Pride Center seeks an energetic, responsible intern to assist the Director of Case Management with obtaining resources for the LGBTQ+ community as well as manage appointments as we shape the future of the New Haven Pride Center.

Duties and responsibilities

- Assist with maintaining the Center's vast network of support service and resources for the community
- Assist with research of potential referrals and new resources
- Assist with the supervision of the New Haven Pride Center Warmline which would include managing the list of warmline participants and helping schedule volunteers
- Assist with maintaining the Director of Case Management & Support Services' appointment calendar
- Additional duties and responsibilities as needed

Qualifications

Persons in this position should:

- be able to work on and meet deadlines
- have strong organizational skills
- have strong verbal and written communication skills
- be proficient in computer programs including Microsoft Office, Microsoft Excel, and Google Docs
- have the goal of wanting to learn skills in case management and social work

Compensation

This is an unpaid internship. If you are looking for school credit for said internship the New Haven Pride Center can provide approval for the internship hours and the skills obtained to said school, whether high school or college.