**H.I.S. House (Homeless Intervention Shelter)**

**Internship Program:** Administrative Support

**Address:** 907 N. Bradford Ave.  
Placentia, CA 92871

**Phone:** (714)993-5774  
**Fax:** (714)993-5768

**Supervisor:** Carrie Buck  
**E-Mail:** Carrie.HisHouse@gmail.com  
**Website:** www.hishouseplacentia.org

**Paid Internships Available:** No  
**Background Clearance:** No

**Through this Internship:**

- ☑ Children/Youth  
- ☑ Families/Couples  
- ☑ Tutoring Services  
- ☑ Person w/ Disabilities  
- ☑ Elderly Services  
- ☑ Substance Abuse  
- ☑ Recreation Programs  
- Other: Homelessness  
- ☑ Health Issues  
- ☑ Counseling Services  
- ☑ Administrative/Computers

**Description of Internship:**

**DESCRIPTION:**
Interns work under direct supervision of the program director:
- telephone intake and assessment for population seeking shelter or emergency services
- assist callers with agency referrals
- create and implement special programs

**INTERN WILL DEVELOP:**
- knowledge of community resources
- collaborative work ethics working with program director, case manager, volunteers, and residents
- problem solving and critical thinking skills
- written and oral communication skills

**BRIEF PROGRAM DESCRIPTION**
H.I.S. House provides transitional shelter to individuals and families who are homeless but have the motivation and capability, with assistance, to regain self-sufficiency. Residents stay up to 120 - 180 days while they develop a source of permanent income and save money for housing. H.I.S. House provides assistance with counseling, employment, childcare, and classes in life skills.

H.I.S. House offers a home-like environment where residents can sleep in a private bed, prepare meals, do laundry, read or do homework (use our computer learning lab), receive mail and make and receive phone calls while looking for employment.

**Agency Mission:** Homeless Intervention and Shelter House assists homeless individuals, couples, and families to regain self-sufficiency through housing, training, counseling, and personal support.

**Hours Interns Can Work:**
- ☑ M-F Regular Business Hrs (9am-5pm)
- ☑ M-F Evenings (5pm-10pm)
- ☑ M-F Nights (10pm-9am)
- ☑ Weekend days (9am-5pm)
- ☑ Weekend evenings (5pm-10pm)
- ☑ Weekend nights (10pm-9am)
- ☑ Academic year only (Aug/Sept-May/June)

**Other Hours:**

**Revised:** 7/25/2016 15-16
**H.O.W. HOUSE**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Addiction Severity Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>14100 1/2 Glengyle St.</td>
</tr>
<tr>
<td></td>
<td>Whittier, CA 90604</td>
</tr>
<tr>
<td>Phone:</td>
<td>(562)777-1222</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)906-1222</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Mark Scott</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:howhouse@earthlink.net">howhouse@earthlink.net</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.howhouse.org">www.howhouse.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

| Hours Interns Can Work: | M-F Regular Business Hrs (9am-5pm) |
|                        | M-F Evenings (5pm-10pm)            |
|                        | M-F Nights (10pm-9am)              |
|                        | Weekend days (9am-5pm)              |
|                        | Weekend evenings (5pm-10pm)         |
|                        | Weekend nights (10pm-9am)           |
| Other Hours:           | Academic year only (Aug/Sept-May/June) |
|                        | M-F 10 am-4pm (flexible)           |

<table>
<thead>
<tr>
<th>Through this Internship, Students Gain Experience With:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children/Youth</td>
</tr>
<tr>
<td>Elderly Services</td>
</tr>
<tr>
<td>Families/Couples</td>
</tr>
<tr>
<td>Tutoring Services</td>
</tr>
<tr>
<td>Recreation Programs</td>
</tr>
<tr>
<td>Person w/ Disabilities</td>
</tr>
<tr>
<td>Substance Abuse</td>
</tr>
<tr>
<td>Counseling Services</td>
</tr>
<tr>
<td>Administrative/Computers</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

| Description of Internship: | The intern will assist residents by administering the addiction severity index (ASI) - a structured clinical interview designed to collect all the information needed at intake to be able to develop an appropriate treatment plan for an individual seeking substance abuse treatment. They will conduct a survey comparing the scores on the ASI with the length of stays of residents after discharge. They will assist in creating an agency specific referral manual based on the typical needs identified in a minimum of ten ASI interviews. And, they will assist in follow-up calls to residents one, three, six, nine, and twelve months after discharge to assess their progress. The person(s) interested in this position will have empathy and a desire to work with people with disabilities as well as good people skills. This position will give the intern an intimate picture of the affects of chemical dependency on the individual and the varying paths of addiction. |

| Agency Mission: | Our mission is to provide a low cost sober living environment and recovery services to individuals with a chemical addiction who desire a safe, sober, supportive atmosphere in which to strengthen personal recovery and prepare for a healthy re-entry into society. |

Revised: 7/25/2016 15-16
Internship Program: **Fund Raising**

Address: 14100 1/2 Glengyle St.
Whittier, CA 90604

Phone: (562)777-1222
Fax: (562)906-1222

Supervisor: Mark Scott
E-Mail: howhouse@earthlink.net
Website: www.howhouse.org

Paid Internships Available: No
Background Clearance: Yes

Hours Interns Can Work: ☑ M-F Regular Business Hrs (9am-5pm)
☐ M-F Evenings (5pm-10pm)
☐ M-F Nights (10pm-9am)
☐ Weekend days (9am-5pm)
☐ Weekend evenings (5pm-10pm)
☐ Weekend nights (10pm-9am)
☐ Academic year only (Aug/Sept-May/June)

Other Hours: M-F 10 am - 4 pm

Through this Internship, ☐ Children/Youth ☐ Families/Couples ☐ Tutoring Services ☐ Person w/ Disabilities
☐ Elderly Services ☑ Substance Abuse ☐ Recreation Programs
☐ Health Issues ☐ Counseling Services ☐ Administrative/Computers

Other: Fund raising - Organization; productivity

**Description of Internship:**

The intern will assist the administrator and select members of the board of directors to plan and execute four fund raising events that can be repeated on a yearly basis. The initial use for the funds will be to complete the purchase of the property on which the program is located - a one acre parcel with three-three bedroom houses and room for expansion.

The intern will have plenty of latitude for creativity. The person interested should have good people and organizational skills. This position will provide an opportunity to meet many of the community leaders as well as develop a knowledge of various social services in the Whittier and surrounding areas.

**Agency Mission:**

Our mission is to provide a low cost sober living environment and recovery services to individuals with a chemical addiction who desire a safe, sober, supportive atmosphere in which to strengthen personal recovery and prepare for a healthy re-entry into society.
Internship Program: **H.O.W. HOUSE**

**Address:**
14100 1/2 Glengyle St.
Whittier, CA 90604

**Phone:** (562) 777-1222

**Fax:** (562) 906-1222

**Supervisor:** Mark Scott

**E-Mail:** howhouse@earthlink.net

**Website:** www.howhouse.org

Paid Internships Available: No

Background Clearance: Yes

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**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:**
- M-F 10am - 4pm

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**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Families/Couples
- Person w/ Disabilities

**Other:**

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**Description of Internship:**
The intern will assist the house manager and the administrator/program director in developing a policy & procedure manual for the agency. The person performing this internship will also work closely with the attorney on the board of directors. Knowledge of MS Word and Excel as well as good writing skills are required. The internship will give the student a close view of the workings of a drug/alcohol treatment program.

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**Agency Mission:**
Our mission is to provide a low cost sober living environment and recovery services to individuals with a chemical addiction who desire a safe, sober, supportive atmosphere in which to strengthen personal recovery and prepare for a healthy re-entry into society.
**Help for Brain Injured Children, Inc.**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Non-Profit Development Intern</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>981 N. Euclid St.</td>
</tr>
<tr>
<td></td>
<td>La Habra, CA 90631</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(562)694-5655 x 103</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>(562)694-5657</td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Jason Cecil</td>
</tr>
<tr>
<td><strong>E-Mail:</strong></td>
<td><a href="mailto:jcecil@hbic.org">jcecil@hbic.org</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.hbic.org">www.hbic.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paid Internships Available:</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background Clearance:</strong></td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours Interns Can Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td>M-F Evenings (5pm-10pm)</td>
</tr>
<tr>
<td>M-F Nights (10pm-9am)</td>
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<tr>
<td>Weekend days (9am-5pm)</td>
</tr>
<tr>
<td>Weekend evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Weekend nights (10pm-9am)</td>
</tr>
<tr>
<td>Academic year only (Aug/Sept-May/June)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Hours:</th>
<th>M-F 8:30 am - 4:00 pm</th>
</tr>
</thead>
</table>

| Through this Internship, | ☑ Children/Youth |
| Students Gain Experience With: | ☐ Families/Couples |
|                             | ☐ Tutoring Services |
|                             | ☐ Person w/ Disabilities |
|                             | ☐ Elderly Services |
|                             | ☐ Substance Abuse |
|                             | ☐ Recreation Programs |
|                             | ☐ Other: Person with Disabilities |
|                             | ☐ Health Issues |
|                             | ☐ Counseling Services |
|                             | ☑ Administrative/Computers |

<table>
<thead>
<tr>
<th>Description of Internship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern will work directly with the Director of Development for the non-profit researching various fundraising avenues including, but not limited to, Grant Research/LOI &amp; LOR Writing, Community Outreach Initiatives, Direct Mail Campaigns and Special Events geared towards generating supplemental funds for programs for individuals with multiple disabilities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Mission:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide programs of academics, physical development, communication, independence and vocational training to individuals with multiple disabilities, all-the-while providing support to their families</td>
</tr>
</tbody>
</table>

**Revised:** 7/25/2016  15-16  128
**Bi-lingual Spanish/English REQUIRED**

**Duties and responsibilities:**
* Responds to referrals for case management services from Social Work staff in a timely manner and provides appropriate follow up with appropriate documentation.
* Conduct client assessments to collect functional, environmental, psycho-social, financial, employment, housing, educational, and health information as appropriate to development of an effective care plan.
* Contributes to the development of goal –directed age appropriate plan of care through an interdisciplinary team process that is prioritized and based on determined biopsychosocial needs assessment as identified by Social Workers.
* Assists clients in identifying and accessing needed community services. Documents referral sources along with outcomes.
* Facilitates communication about the plan of care and promotes collaboration among all appropriate members.
* Monitors client status in a timely manner.
* Identifies opportunities to educate clients on community resources based on the needs identified for children, adolescent, adult and geriatric populations as appropriate.
* Refers clients to appropriate community agencies.
* Participates in team meetings with Social Work staff.
* Maintains casework documentation in neat, orderly and timely manner.
* Establish and maintain effective relationships with key community members/partners/service providers.
* Be knowledgeable of current community resources needed by client population and how to access them.
* Seeks follow up feedback from clients and community resources about referral outcomes.
* Comply with any additional evaluation and documentation requirements unique to a program or resource.
* Evaluates the effectiveness of the plan of care and documents progress toward the achievement of desired outcomes. Able to modify plan of care as patient/family needs change.
* Reports and consults with supervisor in a timely manner. Communicate relevant information with supervisor. Include others as appropriate in decision making.
* Offer and accept constructive feedback.
* Actively seek to solve problems and address conflict constructively.
* Provide support and serve as a resource person to other team members as needed and appropriate.
* Actively participates and prepares for weekly individual supervision.
* Support and follow agency policies and procedures. Maintains confidentiality as regards client and personnel issues.
* Exercise good judgment in performance of all duties and responsibilities.
**Hope House Inc.**

Internship Program: **Intake Intern**

- **Address:** 707 N. Anaheim Blvd. Anaheim, CA 92805
- **Phone:** (714)776-7490 x404 or x402
- **Fax:** (714)776-8650
- **Supervisor:** Nay Ung or Cathy Stills
- **E-Mail:** nung@hopehouseoc.com
- **Website:** www.hopehouseoc.com

**Hours Interns Can Work:**
- ✓ M-F Regular Business Hrs (9am-5pm)
- ✓ M-F Evenings (5pm-10pm)
- ✓ M-F Nights (10pm-9am)
- ✓ Weekend days (9am-5pm)
- ✓ Weekend evenings (5pm-10pm)
- ✓ Weekend nights (10pm-9am)
- ✓ Academic year only (Aug/Sept-May/June)

**Paid Internships Available:** No

**Background Clearance:** Yes

**Hope House Inc.**

Through this Internship, **Children/Youth** □ **Families/Couples** □ **Tutoring Services** □ **Person w/ Disabilities**

- □ **Elderly Services**
- ✔ **Substance Abuse**
- □ **Recreation Programs**
- □ **Administrative/Computers**

**Description of Internship:** Currently we are looking for interns with our agency for 6 months. They will be gaining skills required for a drug and alcohol counselor. Intern should be computer literate and will gain some administrative skills.

**DUTIES INCLUDE:**
- *Conduct pre-screening interviews*
- *Conduct Alcohol Substance Abuse Measurement (ASAM)*
- *Perform client intakes and assessments*
- *Screen client belongings*
- *Write initial case notes*
- *Observe groups*

**NOTE:** Students must pass probation clearance and also pass a health screening including a TB test.

**2 semester commitment is highly preferred.**

**Agency Mission:** Our mission is to provide Orange County adults with supportive, comprehensive, treatment for chemical dependency.
**Horizon Cross Cultural Center**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Social Adjustment Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>14180 Beach Blvd, Suite 120</td>
</tr>
<tr>
<td></td>
<td>Westminster, CA 92683</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714)537-0608 x313</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714)537-7606</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Sheri Hufford</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:sherihufford@horizonccc.org">sherihufford@horizonccc.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.horizonccc.org">www.horizonccc.org</a></td>
</tr>
</tbody>
</table>

Paid Internships Available: No

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: M-TH 8:00 AM - 8:00 PM
             F 8:00 AM - 5:00 PM

**Background Clearance:** Yes

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Elderly Services
- Health Issues
- Families/Couples
- Substance Abuse
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Person w/ Disabilities
- Information & Referral resource development;
  Outreach and community education;
  Small group facilitation

**Description of Internship:**
DESCRIPTION OF INTERNSHIP: To assist adults in cross-cultural transition and crisis. Interns are trained to deal with multi-ethnic clients directly. The program emphasizes an educational approach, support counseling and problem solving.

Interns will be trained:

CASE MANAGEMENT:
- Open client file
- Assess client needs
- Suggest course of action
- Find appropriate resources
- Provide Follow-up
- Data entry
- Record results/outcomes

TUTORING: Interns will work with individuals or small group of adult students to instruct in a variety of subjects, such as basic computer and conversational English.

**Agency Mission:**
HORIZON exists to help individuals and families from diverse cultures and backgrounds to fulfill their potential and lead peaceful, productive and self-sufficient lives in our communities.

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**Notes:**
- Revised: 7/25/2016 15-16
- 131
### Hospice Touch Intern

**Address:** 3401 W. Sunflower Ave. Suite 100  
Santa Ana, CA 92804  
**Phone:** (888)327-1936  
**Fax:** (714)327-0151  
**Supervisor:** Jessica Geer  
**E-Mail:** jgeer@healthessentials.com  
**Website:** www.hospicetouch.com  
**Paid Internships Available:** No  
**Background Clearance:** Yes

| Hours Interns Can Work: | ✓ M-F Regular Business Hrs (9am-5pm)  
|                       | ✓ M-F Evenings (5pm-10pm)  
|                       | ✓ M-F Nights (10pm-9am)  
|                       | ✓ Weekend days (9am-5pm)  
|                       | ✓ Weekend evenings (5pm-10pm)  
|                       | ✓ Weekend nights (10pm-9am)  
|                       | ✓ Academic year only (Aug/Sept-May/June)  

**Other Hours:**

| Through this Internship, Students Gain Experience With: | ☑ Elderly Services  
|                                                      | ☐ Families/Couples  
|                                                      | ☐ Substance Abuse  
|                                                      | ☐ Tutoring Services  
|                                                      | ☐ Recreation Programs  
|                                                      | ☐ Counseling Services  
|                                                      | ☑ Administrative/Computers  
|                                                      | ☐ Person w/ Disabilities

**Description of Internship:**

The Specific Duties fall under two categories: Administrative or Direct Patient Care. Interns can work in one or both categories during their semester. Within the program, interns can access a broad range of opportunities to educate themselves first hand on hospice, its services, Medicare requirements and plans of care developed by specific disciplines. This, coupled with administrative exposure to the components of patient charting, quality control, contracting, documentation, team collaboration meetings, and if capable and available, direct patient care visits provide for a well rounded learning Hospice experience.

The Supervisor works directly with the intern to draft an internship that works with their schedule and needs of the program. Since Hospice is a 24/7 program, there is much flexibility in the schedule to develop a broad program rich with opportunities to learn the hospice philosophy, the implementation of services, psychological, social, spiritual ramifications at end of life for both patients and families, along with many of the clinical aspects and needs of patients depending upon diagnosis.

Also provided to all interns is a comprehensive hospice training manual of all hospice disciplines, scope of services, regulations, policies and procedures and restrictions, etc. (All interns must complete a physical, TB screening, drug test and background check, paid for by Hospice Touch. Copies will be made available to all interns).

**NOTE-** Travel to patient's home is included in hours that are documented on Hourly Recording Form.

**Agency Mission:** Hospice Touch is dedicated to the highest quality of service delivered with compassion, care and commitment to all we touch.
**After School Programming**

**Internship Program:**
- Address: 4919 East Cesar E. Chavez Ave. Los Angeles, CA 90022
- Phone: (323) 260-2211
- Fax: (323) 261-6803
- Supervisor: Jeanette Montano
- E-Mail: jeanette.montano@hacola.org
- Website: www.lacdc.org
- Paid Internships Available: No
- Background Clearance: Yes

**Description of Internship:**
- Assist children in our after school program with their homework and lead other special activities including but not limited to: Enrichment, Arts and Crafts, Leadership, and Behavioral Development.
- Receive training and support, and contribute to a positive, educational environment for youth. Multiple positions available.

**Nueva Maravilla Housing Community-East Los Angeles, CA**

**Sundance Housing Community - South Whittier, CA**

**Benefits Include:**
- Program and curriculum development experience
- Professional networking and leadership opportunities
- Career training in the field of education

**Agency Mission:**
- The Housing Authority of the County of Los Angeles in conjunction with the Community Development Commission creates New Neighborhoods for a New Century by providing a range of services to improve the quality of life in low and moderate income neighborhoods.

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:**
- M-TH, 2:00 - 6:00 pm and FRI 2-5 pm.
- Summer: M-F 12-5 PM.

**Through this Internship:**
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other:
- Health Issues
- Counseling Services
- Administrative/Computers

**Other Hours:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)
Internship Program: **Program Specialist/Tutor**

**Address:**
4919 Cesar E. Chavez Ave.
Los Angeles, CA 90022

**Phone:** (323) 260-2211

**Fax:** (323) 261-6803

**Supervisor:** Jeanette Montano

**E-Mail:** jeanette.montano@hacola.org

**Website:** www.lacdc.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** M-TH, 2:00 - 6:00 pm and FRI 2-5 pm.
Summer: M-F 12-5 PM.

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Tutoring Services
- Person w/ Disabilities
- Families/Couples
- Recreation Programs
- Elderly Services
- Academic year only (Aug/Sept-May/June)
- Substance Abuse
- Other: Event planning, Community Outreach
- Health Issues
- Counseling Services
- Counseling Services
- Administrative/Computers

**Description of Internship:**

Assist children in our after school program with their homework and lead other special activities including but not limited to: Enrichment, Arts and Crafts, Leadership, and Behavioral Development. Receive training and support, and contribute to a positive, educational environment for youth. Multiple positions available.

Nueva Maravilla Housing Community-East Los Angeles, CA
Sundance Housing Community, South Whittier, CA

**Benefits Include:**
- Program and curriculum development experience
- Professional networking and leadership opportunities
- Career training in the field of education

**Agency Mission:**
The Housing Authority of the County of Los Angeles in conjunction with the Community Development Commission creates New Neighborhoods for a New Century by providing a range of services to improve the quality of life in low and moderate income neighborhoods.
### Resident Services, Resource Development/Outreach Intern

**Internship Program:**
- **Address:** 4919 Cesar E. Chavez Ave.
  Los Angeles, CA 90022
- **Phone:** (323)260-2211
- **Fax:** (323)261-6803
- **Supervisor:** Jeanette Montano
- **E-Mail:** jeanette.montano@hacola.org
- **Website:** www.lacdc.org

**Paid Internships Available:** No
**Background Clearance:** Yes

**Through this Internship, Students Gain Experience With:**
- ☑ Children/Youth
- ☐ Elderly Services
- ☐ Substance Abuse
- ☐ Health Issues
- ☐ Tutoring Services
- ☐ Counseling Services
- ☐ Recreation Programs
- ☐ Administrative/Computers
- ☐ Person w/ Disabilities

**Other:** Event Planning, Community Outreach, Resource Development

**Description of Internship:**

Assistant site staff with various projects that may include, but are not limited to organizing educational/community workshops, planning community events, resource development, developing educational resources/tools, etc. Interns will support the development of a recruitment/marketing strategy at the designated housing development by: creating quarterly newsletters, fostering communication with residents, conducting outreach and recruitment of programs. Bilingual Spanish preferred but not required. Positions are open on an as needed basis, please call for more information.

**Benefits Include:**
- Project development and coordinating experience
- Professional networking and leadership opportunity
- Career training in the field of community/social services

**Agency Mission:**

The Housing Authority of the County of Los Angeles in conjunction with the Community Development Commission creates New Neighborhoods for a New Century by providing a range of services to improve the quality of life in low and moderate income neighborhoods.
**Housing Authority of the County of Los Angeles**

**Workforce & College Information Referral Program**

**Address:**
4919 Cesar E. Chavez Ave.
Los Angeles, CA 90022

**Phone:**
(323) 260-2211

**Fax:**
(323) 261-6803

**Supervisor:** Jeanette Montano

**E-Mail:** jeanette.montano@hacola.org

**Website:** www.lacdc.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Internship Program:**

<table>
<thead>
<tr>
<th>Through this Internship</th>
<th>Students Gain Experience With:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Children/Youth</td>
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**Description of Internship:**

**Responsibilities Include:**

**College Information and Referral:**
Will provide ongoing support to residents, youth and parents, interested in attending college through individual meetings, workshop coordination and resource referral services

- Make contact with designated person on campus and maintain positive and professional working relationship with college staff
- Research college programs and obtain basic knowledge of majors and specialties
- Coordinate special workshops with colleges and college related programs to inform residents of resources; develop and distribute flyers
- Provide information to residents on scholarships
- Connect residents with appropriate college staff via referrals
- Maintain College scholarship and College Information binder

**Annual Cash for College Event:**
Under the direction of the RS Coordinator, will take the lead in organizing the 2012 Cash for College Event at Maravilla, included but not limited to

- Working with Outreach Specialist to obtain volunteers; provide direction to volunteers
- Organizing logistics
- Obtaining information to be presented
- Outreach and resident sign up

**Work Source Referral:**
Will assist the RS Coordinator with the Work Source Partnership by providing resident referrals to work source center

- Maintain positive and professional work relationship with center staff
- Promote referral service to residents; speak at meetings, develop and distribute flyers
- Meet individually with residents to complete referral form and connect with work source center
- Ensure that enrollment forms are completed and turned in to RS Coordinator in timely manner

Take the lead in coordinating ongoing work source orientations and intakes on site periodically throughout the year

* This internship is preferred for 2 consecutive semesters- Fall & Spring

**Agency Mission:**
The Housing Authority of the County of Los Angeles in conjunction with the Community Development Commission creates New Neighborhoods for a New Century by providing a range of services to improve the quality of life in low and moderate income neighborhoods.

**Revised:** 7/25/2016 15-16
**Internship Program:** Children's Program  
**Address:** P.O. Box 53745  
Irvine, CA  92619  
**Phone:** 949-854-0180 ext 318  
**Fax:** (949)509-0862  
**Supervisor:** Yvette Visconte  
**E-Mail:** YJVisconte@HumanOptions.org  
**Website:** www.humanoptions.org  
**Paid Internships Available:** No  
**Background Clearance:** Yes  

<table>
<thead>
<tr>
<th>Hours Interns Can Work:</th>
</tr>
</thead>
</table>
| ✓ M-F Regular Business Hrs (9am-5pm)  
| ✓ M-F Evenings (5pm-10pm)  
| M-F Nights (10pm-9am)  
| Weekend days (9am-5pm)  
| Weekend evenings (5pm-10pm)  
| Weekend nights (10pm-9am)  
| ✓ Academic year only (Aug/Sept-May/June)  

**Other Hours:** M - F 8am -1pm  

**Through this Internship:**  
- ✓ Children/Youth  
- ❑ Families/Couples  
- ❑ Tutoring Services  
- ❑ Person w/ Disabilities  
- ❑ Elderly Services  
- ❑ Substance Abuse  
- ❑ Recreation Programs  
- Other: Victim Assistance  
- ❑ Health Issues  
- ❑ Counseling Services  
- ❑ Administrative/Computers  
- Domestic Violence  

**Description of Internship:** Students may intern as Children's Activity Leaders in the Human Options Emergency Shelter. In this role, students may screen child development, screen for trauma symptoms, lead Incredible Years lesson plans, lead Window Between Worlds therapeutic art curriculum, assess functions of behaviors, provide positive behavior support, and partake in an interdisciplinary team. Children range in age from newborn to 18 years old, with the primary focus on 0-5 year olds. Interns must be available any two week days from 8 am to at least 1 pm.

**NOTE:**  
A two semester commitment is required and a 40 hr Domestic Violence training is mandatory. The agency will not allow the 40 hour training to count towards your 120 hours. They will pay for your training.

**Agency Mission:** To help any victim of domestic violence, their families and our community break the cycle of domestic violence.
Internship Program: **Hotline and Case Management**

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<thead>
<tr>
<th>Address:</th>
<th>P.O. Box 53745</th>
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<tbody>
<tr>
<td></td>
<td>Irvine, CA 92619</td>
</tr>
<tr>
<td>Phone:</td>
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</tr>
<tr>
<td>Supervisor:</td>
<td>Yvette Visconte</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:YJVisconte@HumanOptions.org">YJVisconte@HumanOptions.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.humanoptions.org">www.humanoptions.org</a></td>
</tr>
</tbody>
</table>

Paid Internships Available: No  
Background Clearance: Yes  

**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)  

Other Hours: M-F 8am - 8pm

**Through this Internship,**  
- **Children/Youth**  
- **Families/Couples**  
- **Tutoring Services**  
- **Person w/ Disabilities**  
- **Elderly Services**  
- **Substance Abuse**  
- **Recreation Programs**  
- **Other:** **Victim Assistance**  
- **Health Issues**  
- **Counseling Services**  
- **Administrative/Computers**  
- **Domestic Violence**  

**Description of Internship:**

*Students may intern in our Emergency Hotline and assist with case management services. In the Hotline Advocate role, the students will answer incoming calls, provide information and referrals, crisis support, screening for callers seeking a shelter as a result of domestic violence.*

*The student intern will also be able to interact daily and assist shelter residents. In the Case Management role, the student intern will be able to shadow and assist the case manager in obtaining housing, medical, and financial resources for the client. The student intern will be able to attend community meetings and participate in outreach services.*

**NOTE:**  
A two semester commitment is required and a 40 hr Domestic Violence training is mandatory. The agency will not allow the 40 hour training to count towards your 120 hours. They will pay for your training.

**Agency Mission:**

To help any victim of domestic violence, their families and our community break the cycle of domestic violence.
# Huntington Beach Senior Services

**Internship Program:** Care Management Internship  
**Address:** 18041 Goldenwest St.  
Huntington Beach, CA 92648  
**Phone:** (714)347-1521  
**Fax:** (714)374-1620  
**Supervisor:** Michelle Yerke  
**E-Mail:** myerke@surfcity-hb.org  
**Website:** www.huntingtonbeachca.gov  
**Paid Internships Available:** No  
**Background Clearance:** Yes  

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<th>Through this Internship</th>
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<td>□ Person w/ Disabilities</td>
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**Description of Internship:** The HB Senior Services Care Management Internship involves working with older adults in a variety of ways. The focus is working with those who are more at-risk and homebound rather than active and independent.

Activities can include:
- working with older adults through home visits, in-office visits and telephone calls
- shadowing care managers for intakes, assessments and service implementation
- delivering home delivered meals
- providing office support and referrals
- supporting transportation services (not driving)

A volunteer application and orientation is required, including Livescan background check which costs $16.

**Agency Mission:** The mission of the Huntington Beach Senior Services is to provide a wide range of programs and services important to the quality of life for seniors in our community. Through information, education, advocacy and service, we seek to enhance the quality of life for all by promoting independence, dignity, and purpose.

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**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)

**Other Hours:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)
**Illumination Foundation**

**Internship Program:** **Case Management Outreach**

**Address:** 1215 N. Ross St.
Santa Ana, CA  92701

**Phone:**  (949)273-0555 x201

**Fax:**  888-517-7123

**Supervisor:** Caroline Horspmann

**E-Mail:** chorspmann@ifhomeless.org

**Website:** www.ifhomeless.org

---

**Purpose:** The Case Management Outreach Intern is dedicated to help and assess the needs of homeless individuals along the Santa Ana Civic Center and Riverbed. The purpose is to connect clients with housing resources that are offered through the agency or other community programs. The most important aspects for providing services for this population is to be patient, compassionate and dedicated to play an active role in the community.

**Key Responsibilities:**
- Assist Outreach Engagement Coordinator in building rapport with clients.
- Build community relationships with other agencies to further expand services.
- Connect clients to appropriate resources and supportive services as needed.
- Collect proper documentation for former and future clients.
- Build hygiene kits for clients to pass out during outreach hours.

**Qualifications:** Must have previous experience working with populations dealing with mental health issues, effective communication, willingness to learn and open to different perspectives. Prior internship experience is required and bilingual in Spanish is preferred.

**Support:** One 8 hour day of training and orientation will be provided. In addition, Illumination Foundation staff will accompany you at all times when participating outreach outside of the office. 10 minutes will be allocated to debrief after each outreach day.

**Dress Code/Items needed:** Comfortable clothing, closed toed tennis shoes. Please no tight fitting or revealing clothing. Water, sunscreen, and lip balm.

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**Agency Mission:** Our mission is to provide targeted, interdisciplinary services for the most vulnerable homeless clients to break or prevent the cycle of homelessness.
INTERNSHIP PROGRAM: **Children's Resource Center (CRC)**

**Address:** 8920 Pacific Ave.  
Stanton, CA 92804

**Phone:** (949)273-0555 x205  
Fax: 273-0555

**Supervisor:** Caroline Horspmann  
E-Mail: chorspmann@ifhomeless.org  
Website: www.ifhomeless.org

**Paid Internships Available:** No  
**Background Clearance:** Yes

**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)

**Other Hours:** M-F 2-6PM

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**Through this Internship:**  
- Children/Youth  
- Tutoring Services  
- Person w/ Disabilities

**Students Gain Experience With:**  
- Families/Couples  
- Substance Abuse  
- Recreation Programs  
- Homelessness

---

**Description of Internship:**

PURPOSE: The Children’s Resource Center Intern is reliable, encouraging and excited about making an impact in the lives of children. You will serve as a positive role model in an after-school tutoring environment. Our CRC Interns will assist students with homework, in addition to planning daily enrichment activities for children ages 5-12. Because of the length of time to be spent with the children at the CRC, interns are expected to engage with students in the same way staff do.

**LOCATION:**
- Stanton Location 8920 Pacific Ave, Stanton, CA 92804
- Santa Ana Location 1215 N. Ross St, Santa Ana, CA 92701

**Key Responsibilities:**
- Implement trauma-informed practices during the after-school program
- Assist students with their homework, serve as a positive role model and mentor
- Take initiative and engage with children in an uplifting and encouraging manner
- Encourage students to stay on task if doing an indoor activity; encourage teamwork if playing outside
- Plan monthly activities in the areas of recreation, arts, education, character and leadership, and health
- Provide positive reinforcement for children's desired behaviors, redirect students when behavior is impacting programming

**TIME COMMITMENT:** Minimum of 2 days per week (Monday - Friday) for 4 hours (between 2 and 6 PM) (8 hours per week). 3 days per week (Monday-Friday) for 4 hours each day HIGHLY PREFERRED. Minimum length of time commitment is 1 semester.

**QUALIFICATIONS:** Must be comfortable engaging with children between the ages of 5-12. Must be 18+ years old and must have successfully cleared a Live Scan. Preferably intern will have education in human services or child development and/or experience working with at-risk youth.

**Support:** Training for this position will be provided. Training will include responsibilities of the mandated reporter, trauma-informed care, and instructions on how to create activities aligned with the Common Core standards. In addition, Illumination Foundation staff will be available for questions and assistance.

**Dress Code:** Comfortable and casual, (ie jeans, t-shirt and close-toed shoes) Please no tight fitting or revealing clothing.

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**Agency Mission:** Our mission is to provide targeted, interdisciplinary services for the most vulnerable homeless clients to break or prevent the cycle of homelessness.
Illumination Foundation

Internship Program: **Wraparound Case Management**

Address: 11111 Bloomfield Ave.
Santa Fe Springs, CA 90670

Phone: (949)273-0555 x205
Fax: 888-517-7123

Supervisor: Caroline Horspmann
E-Mail: chorspmann@ifhomeless.org
Website: www.ifhomeless.org

Paid Internships Available: No
Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

OTHER LOCATION:
Stanton Location 7855 KATELLA AVE., STANTON, CA 90680

KEY RESPONSIBILITIES:
- Assist the IF Staff in taking on the role of backup during diversion hours.
- Build community resources list and updating list of current services.
- Connect Clients to appropriate resources and supportive services.
- Connect with all Clients on Emergency Shelter waitlist to provide support and advocacy.
- Assist waitlisted clients in identifying, securing and maintaining affordable transitional/permanent housing in the community.

QUALIFICATIONS:
Must have effective communication, strong de-escalation techniques, and previous experience working with populations dealing with addiction and mental health issues. Prior internship experience and bilingual preferred.

Support: One 8 hour day of training will be provided. In addition, Illumination Foundation staff will be available for questions and assistance.

Dress Code: Comfortable and semi-casual. Please no tight fitting or revealing clothing.

Agency Mission: Our mission is to provide targeted, interdisciplinary services for the most vulnerable homeless clients to break or prevent the cycle of homelessness.
Paid Internships Available:

The La Habra Family Resource Center collaborates with community partners to reach out to families in the community to offer bilingual (Spanish and English) services such as information and referral, emergency assistance, counseling, legal and immigration services, parent education, health education, health insurance application assistance, and more.

Interns will:
* learn about community resources.
* serve as an information bridge between the community and the program resources,
* participate in continuing training and education opportunities,
* assist our staff assess the socioeconomic, emotional and health needs of families,
* provide short-term case management to families,
* communicate both written and verbal information in a simple and effective manner to people of varying levels of education,
* take part in FRC activities, such as Health Fairs, community outreach events, and
* recognize cultural diversity and demonstrate appropriate language and behavior.
* participate in case management meetings.
* Receive one to one training with a case manager.
* Attend home visits with case manager.

Agency Mission:
La Habra Family Resource Center strives to provide a comprehensive family centered support system, in collaboration with community resources, that can respond to the emotional, social, academic and cultural well-being of children and families.
Irvine Valley College Guardian Scholars Program

Internship Program: Guardian Scholars
Address: 5500 Irvine Center Dr SSC#260D
Irvine, CA 92618
Phone: 949-451-5335
Fax: 949-451-5307
Supervisor: Tiffani Gamboa
E-Mail: eychaner@ivc.edu
Website: www.ivc.edu
Paid Internships Available: Yes
Background Clearance: Yes

Through this Internship, □ Children/Youth □ Families/Couples □ Tutoring Services □ Person w/ Disabilities
□ Elderly Services □ Substance Abuse □ Recreation Programs
□ Health Issues □ Counseling Services □ Administrative/Computers
Other: Foster Youth ages 17+ in an educational setting

Description of Internship:
The Guardian Scholars program is seeking an Intern with the following skills and abilities:

• Ability to work with a diverse population of students presenting a wide range of personal and academic needs
• Guardian Scholars office duties including the point of contact for students at the Guardian Scholars “drop-in” center, making phone-calls, helping students access physical and online materials
• Ability to complete tasks in a timely manner including the creation and maintenance of files, spreadsheets and confidential student information
• Ability to complete tasks independently including outreach and event planning for Guardian Scholars events
• Create and maintain a physical and online library of helpful and relevant material for Foster Youth students at Irvine Valley College
• Computer skills including basic knowledge of Microsoft Office and e-mail
• Knowledge of higher education and the Foster Care system is a plus

* - This internship is paid *

Agency Mission:
The Guardian Scholars program is dedicated to providing additional supports to students who have previously or are currently in the Foster Care system. Students who qualify for the program will be eligible to receive priority registration, individual academic counseling and the creation of a comprehensive academic plan, help with and priority filing for FAFSA, assistance with applying for Foster Youth specific scholarships and grants, money for textbooks (if not eligible through EOPS/CARE), academic supplies, access to additional workshops for student success, referrals to student services on campus and individualized help from the Guardian Scholars staff.

Hours Interns Can Work:
☑ M-F Regular Business Hrs (9am-5pm)
☑ M-F Evenings (5pm-10pm)
☐ M-F Nights (10pm-9am)
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☐ Weekend nights (10pm-9am)
☐ Academic year only (Aug/Sept-May/June)

Other Hours: M-F Evenings 5:00PM-7:00PM
**Jamboree Housing Corporation**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>After-School Program Assistant</strong></th>
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<tbody>
<tr>
<td>Address:</td>
<td>17701 Cowan Ste. #200</td>
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<tr>
<td></td>
<td>Irvine, CA  92614</td>
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<tr>
<td>Phone:</td>
<td>(949)214-2327</td>
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<td>Fax:</td>
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</tr>
<tr>
<td>Supervisor:</td>
<td>Annie Carney, Volunteer Manager</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:acarney@jamboreehousing.com">acarney@jamboreehousing.com</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.jamboreehousing.com">www.jamboreehousing.com</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
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<tr>
<td>Background Clearance:</td>
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*Through this Internship,*

- **Children/Youth**
- **Tutoring Services**
- **Person w/ Disabilities**
- **Administrative/Computers**

*Students Gain Experience With:*

- **Elderly Services**
- **Substance Abuse**
- **Recreation Programs**
- **Health Issues**
- **Counseling Services**

*Description of Internship:*

- Assists Resident Service Coordinator with conducting a progressive, challenging program for youth
- Work productively and proactively with Resident Service Coordinator, parents, youth, and the community
- Assist youth with homework, providing basic math, reading, and writing help
- Assist in the preparation and distribution of after-school snacks and enrichment programs
- Assists in maintaining facility and equipment (including clean up)
- Provide support to the RSC by assisting in the setup of activities, work areas, distributing and collecting supplies.
- Maintain attendance records for programs and events
- Serve as a role model to youth in the community
- Provide administrative support (filing, faxing, copying, data entry, etc) to Resident Service Coordinator
- Attends designated training as necessary

*Agency Mission:*

Jamboree delivers high quality affordable housing and services that transform lives and strengthen communities. In order to deliver our mission out on a daily basis, we operate out of our corporate office located in Irvine, CA.
**Jamboree Housing Corporation**

Internship Program: **Corporate Internship**

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>Fax:</td>
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</tr>
<tr>
<td>Supervisor:</td>
<td>Annie Carney, Volunteer Manager</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:acarney@jamboreehousing.com">acarney@jamboreehousing.com</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.jamboreehousing.com">www.jamboreehousing.com</a></td>
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Paid Internships Available: No

Background Clearance: Yes

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Other Hours:

- Referral Advocacy
- Elderly Services
- Substance Abuse
- Health Issues
- Tutoring Services
- Counseling Services
- Administrative/Computers
- Recreation Programs
- Person w/ Disabilities

Through this Internship: ✓ Children/Youth

Other Hours:

- Counseling Services
- Administrative/Computers
- Tutoring Services
- Recreation Programs
- Person w/ Disabilities

Through this Internship: ✓ Counseling Services

Other Hours:

- Counseling Services
- Administrative/Computers
- Tutoring Services
- Recreation Programs
- Person w/ Disabilities

Description of Internship:

Working under the supervision of the Volunteer Manager, interns at our Corporate Office will be placed in one of our departments. Each department has specific internships and projects, depending upon the time of year and need at the time.

Our departments are:
- Community Impact (Resident Services, Permanent Supportive Housing, Volunteer Program Management)
- Development (Project Management, Business Development, and Construction)
- Asset Management
- Marketing
- Accounting

If interested, please contact the Volunteer Manager, Annie Carney, directly at acarney@jamboreehousing.com.

Agency Mission:

Jamboree delivers high quality affordable housing and services that transform lives and strengthen communities. In order to deliver our mission out on a daily basis, we operate out of our corporate office located in Irvine, CA.
**Jamboree Housing Corporation**

**Internship Program:** Multifamily Community

| Address: | 17701 Cowan Ste. 200  
Irvine, CA 92614 |
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<td>Phone:</td>
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**Paid Internships Available:** No

**Background Clearance:** Yes

**Through this Internship,**
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities

**Students Gain Experience With:**
- Elderly Services
- Substance Abuse
- Counseling Services
- Administrative/Computers

**Description of Internship:**
- Working under the supervision of professional staff, interns at our multi-family housing community will:
  - Help create and implement residential services in a local community in need of them
  - Identify and assess both individual and community needs
  - Work with individual residents as a resource and referral manager
  - Interface as appropriate with governmental and other non-profit agency representatives
  - Research community programs, and help create connections amongst social service providers

**INTERNS WILL LEARN:**
- Effective communication skills
- Case management skills
- How to assist families in overcoming economic and social barriers to success
- Program planning and development, and about resources and services in the local community
- Residential service coordination

**Agency Mission:**
- Jamboree delivers high quality affordable housing and services that transform lives and strengthen communities. In order to deliver our mission out on a daily basis, we operate out of our corporate office located in Irvine, CA.
Internship Program: **Senior Program**

| Address: 17701 Cowan Ste. 200 |
| Irvine, CA 92614 |
| Phone: 949-214-2327 |
| Fax: (949)263-0647 |
| Supervisor: Annie Carney, Volunteer Manager |
| E-Mail: acarney@jamboreehousing.com |
| Website: www.jamboreehousing.com |

Paid Internships Available: No

Background Clearance: Yes

| Hours Interns Can Work: |
| M-F Regular Business Hrs (9am-5pm) |
| M-F Evenings (5pm-10pm) |
| M-F Nights (10pm-9am) |
| Weekend days (9am-5pm) |
| Weekend evenings (5pm-10pm) |
| Weekend nights (10pm-9am) |
| Academic year only (Aug/Sept-May/June) |

Through this Internship, Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Information and referral/Advocacy

Description of Internship:

- Working under the supervision of professional staff, interns at senior housing communities will:
  - Meet with residents on an informal basis in community areas
  - Identify individual residents needs
  - Work with individual residents on a wide variety of elder-needs issues
  - Research community programs
  - Provide information and referral to community resources
  - Help provide social interaction activities

INTERNS WILL LEARN:
- How to effectively communicate with seniors
- About personal issues concerning seniors
- Program planning and development
- About resources and services in the local community

Agency Mission: Jamboree delivers high quality affordable housing and services that transform lives and strengthen communities. In order to deliver our mission out on a daily basis, we operate out of our corporate office located in Irvine, CA.
La Habra United Methodist Preschool

**Teacher Aide**

**Address:** 631 N. Euclid St.
La Habra, CA 90631

**Phone:** (562)691-9615

**Supervisor:** Sandra Cram

**E-Mail:** LHUMP@LaHabraPreschool.org

**Website:**

**Paid Internships Available:** No

**Background Clearance:** Yes

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** M-F 7:00 am - 6:00 pm and occasional weekend activities

**Through this Internship,**

- **Students Gain Experience With:**
  - Children/Youth
  - Elderly Services
  - Health Issues
  - Families/Couples
  - Substance Abuse
  - Counseling Services
  - Tutoring Services
  - Recreation Programs
  - Administrative/Computers
  - Other:

**Description of Internship:**

Assist with the planning, supervising, and implementing class activities in accordance with school policies and school philosophy.

Assist children with becoming aware of their roles as integral members of a group. Assist with snacks, clean up, etc. Give full attention to the class and be responsible for the safety and physical welfare of the students.

**Agency Mission:**

Our mission is to help children reach their maximum potential through creative play.
La Mirada Volunteer Center

Internship Program: **Alternate Sentencing Internship**

Address: 11900 La Mirada Blvd., Suite 4
La Mirada, CA 90638
Phone: (562)943-3177
Fax: (562)943-3078
Supervisor: Mimi Frick
E-Mail: mimifrick@yahoo.com
Website: http://volunteercentersca.org/lamirada.htm

Paid Internships Available: No
Background Clearance: No

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Description of Internship:
The Alternate Sentencing Program processes an average of 3,500 referrals each year who are ordered by a court or probation officer to perform a specified number of community service hours. These referrals come from several cities around southeast Los Angeles County. The intern would interview referrals, coordinate placement opportunities with other nonprofit agencies, process the necessary papers, and follow up on cases when complications arise. Once the intern gains sufficient familiarity with these procedures, an intern may try to include some program marketing activities to generate additional nonprofit agency placements that are not currently using court referred volunteers in their operation.

Due to the size and scope of the volunteer center an intern may be asked to assist in its other programs as well.

Duties:
- To interview and place "court referred" volunteers in local non-profit and tax supported organizations.
- To track referrals as they work in the program.
- To recruit and interview new potential organizations wanting to accept referrals from this program.
- To assist with any other tasks associated with this program.
- To assist with other volunteer center programs when the need arises.

Length of internship:
The length of the internship would depend on the time constraints of the La Mirada Volunteer Center and parties involved. The length of the internship would coincide with the semester in which a particular course is offered. The intern's hours should be discussed and agreed upon between the intern and the staff member that will be supervising the intern.

Agency Mission:
Recognizing that mobilized volunteers are our greatest resource, and that they form a common thread woven throughout our efforts- we will move closer to the Center's vision by:
1. Using a knowledge of local nonprofit organizations to actively facilitate collaborative efforts in order to more fully address community needs.
2. Enhancing community cohesion by increasing the participation of our youth, middle generation, and senior population in purposeful volunteering. This will encourage residents of a common community to help meet specific needs of one another.
3. Involving local businesses in community building activities. Primarily, this will include their expertise shared through volunteering, and secondarily, charitable financial resources when available.
Latino Health Access (LHA)

Internship Program: **Health Programs**

Address: 450 W. 4th Street, Suite 130
Santa Ana, CA 92701

Phone: (714) 542-7792
Fax: (714) 542-4853

Supervisor: Mayra Resto
E-Mail: Mayra@latinohealthaccess.org
Website: www.latinohealthaccess.net

Paid Internships Available: No
Background Clearance: No

Through this Internship: ✓ Children/Youth  ✓ Families/Couples  ✓ Recreation Programs
☐ Elderly Services  ☐ Substance Abuse  ☐ Tutoring Services  ☐ Person w/ Disabilities
✓ Health Issues  ☐ Counseling Services  ☐ Administrative/Computers

Other Hours: No Weekends

*Description of Internship:*

LHA interns are responsible for assisting in the development, preparation, and carrying out one or more of the following programs (i.e., Children’s Initiative, Diabetes Self Management, and Healthy Weight Programs). They will work alongside “promotoras,” community health workers, and help with any program related work. During their time as an intern, they should attempt to understand the inner workings of a non-profit, 501c3, such as fundraising and grants.

DESIREABLE SKILLS TO HAVE: planning, organizational, related experience, leadership and understanding qualities, prefer Bilingual in Spanish and English.

Agency Mission: To assist in improving the quality of life and health of uninsured, under-served people through quality preventive services and educational programs, emphasizing responsibility and full participation in decisions affecting health.

*Hours Interns Can Work:*
- ✓ M-F Regular Business Hrs (9am-5pm)
- ✓ M-F Evenings (5pm-10pm)
- ☐ M-F Nights (10pm-9am)
- ☐ Weekend days (9am-5pm)
- ☐ Weekend evenings (5pm-10pm)
- ☐ Weekend nights (10pm-9am)
- ☐ Academic year only (Aug/Sept-May/June)
Laura's House

Internship Program: **Courthouse Advocacy Project**

Address: 999 Corporate Dr., Ste. 225
Ladera Ranch, CA 92694

Phone: (949)361-3775
Fax: (949)361-3548

Supervisor: Adam Dodge
E-Mail: adodge@laurashouse.org
Website: www.laurashouse.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship:

**✓ Children/Youth**  **✓ Families/Couples**  **☐ Tutoring Services**  **☐ Person w/ Disabilities**

**✓ Elderly Services**  **☐ Substance Abuse**  **□ Recreation Programs**  **Other: Victim Assistance**

**☐ Health Issues**  **☐ Counseling Services**  **☐ Administrative/Computers**

Description of Internship:

"**NOTE: There is a $3 hour parking fee to park in the court house that WILL be reimbursed by Laura's House."**

INTERNSHIP SUMMARY:
Provide legal advocacy and case management services to victims of domestic violence, elder abuse, dating violence, and stalking pursuant to the Courthouse Advocacy Project at the Lamoreaux Justice Center.

Essential Job Functions:

1. LEGAL ADVOCACY SERVICES:
• Work with and on behalf of victims within the civil legal system
• Assist legal advocates with client intakes and meetings.
• Assist with client intakes at the Lamoreaux Justice Center to determine program eligibility and access legal needs.
• Support Legal Advocates in assisting clients with all phases of civil restraining order litigation, including assessment; hearing preparation; court accompaniment and follow-up tasks recommended by Legal Supervisor, such as recommending appropriate attire for court, obtaining records or documents, and connecting with other services providers and justice system professionals.
• Advocate on behalf of victims within various systems including social service, criminal justice and law enforcement.
• Ensure empowering, professional relationships with clients to create an atmosphere of empathy, safety, and support.
• Provide crisis intervention thorough needs assessment, comprehensive safety planning, court accompaniment, assistance in navigating the civil justice and social services systems, systems advocacy (help clients cut through bureaucratic red tape), referrals, follow-up services, and ongoing support to victims/survivors.
• Work to eliminate barriers to service, particularly for survivors from historically oppressed communities.

2. ADMINISTRATIVE RESPONSIBILITIES:
• Maintain client confidentiality by protecting client information and ensuring that appropriate paperwork is understood and completed by clients (e.g. consent for services forms and release of information forms when collaborating with other programs/entities).
• Adhere to agency policies and protocols related to the security of electronic client service records. Maintain the highest levels of accuracy in record-keeping and reporting, ensuring that all client records and documentation of outreach, training, and other work tasks are complete and up-to-date and submitted to supervisor as directed.

3. ESSENTIAL INTERNSHIP RESPONSIBILITIES:
• Required Skills, Knowledge:
  o Specialized Training: Completion of 40-hour California state-approved Domestic Violence Training required (may be completed upon hiring).
  o Oral and written fluency in English.
  o Adaptability and flexibility while working in a dynamic work environment. Strong in the areas of oral...
Laura's House

and written communication and positive interpersonal relationship skills.
- Proficiency in MS Word and Outlook, as well as internet research.
- Demonstrated acceptance and respect for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, and religious backgrounds.
- Ability to work collaboratively in an ethnically, linguistically, and culturally diverse environment.

- Pre-Internship Requirements:
  - Must clear Live Scan criminal background check and drug testing.
  - Must maintain personal cell phone for work-related purposes.

- Physical Requirements and Working Conditions:
  - Ability to sit for prolonged periods.
  - Ability to work in domestic violence, sexual assault and stalking fields, which at times inherently create safety concerns.

PROGRAM MISSION STATEMENT:
To provide continuing legal advocacy services to victims of domestic violence and elder abuse following their receipt of services from the Domestic Violence Assistance Program (DVAP) at the Lamoreaux Justice Center.

Agency Mission: The mission of Laura’s House is to change the social beliefs, attitudes and the behaviors that perpetuate domestic violence while creating a safe space to empower individuals and families affected by abuse.

Through comprehensive domestic violence programs and services at Laura's House, victims of domestic violence receive the time and the tools necessary to live healthy, independent, and violence-free lives.

By reducing risk factors and providing the information, education, life skills and support Laura's House is able to break the cycle of domestic violence and empower victims to move beyond the abuse and live fulfilling lives.
**Laura's House Emergency Shelter**

**Address:** 999 Corporate Dr., Ste. 225  
Ladera Ranch, CA 92694

**Phone:** (949)240-0363  
**Fax:** (949)361-3548  
**E-Mail:** jtai@laurashouse.org  
**Website:** www.laurashouse.org

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**Description of Internship:**

**ADDRESS IS CONFIDENTIAL** Located in South Orange County.

As part of the Emergency Shelter team, interns will get hands-on experience in working with survivors of domestic violence. Interns will be trained by staff to assist with the day-to-day operations at the shelter, including:

- Provide crises intervention, safety planning, information, and referrals to individuals calling the 24-hour hotline.
- Complete phone intakes for individuals seeking emergency shelter.
- Support staff with crises intervention and conflict resolution to residents as needed.
- Assist with staff childcare and shelter upkeep as needed.
- Assist with transportation as needed.

Assist with general office administrative tasks and special projects.

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**Agency Mission:**

The mission of Laura’s House is to change the social beliefs, attitudes and the behaviors that perpetuate domestic violence while creating a safe space to empower individuals and families affected by abuse.

Through comprehensive domestic violence programs and services at Laura’s House, victims of domestic violence receive the time and the tools necessary to live healthy, independent, and violence-free lives.

By reducing risk factors and providing the information, education, life skills and support Laura’s House is able to break the cycle of domestic violence and empower victims to move beyond the abuse and live fulfilling lives.
Long Beach Job Corps Center

Internship Program: **STARS**

<table>
<thead>
<tr>
<th>Address: 1903 Santa Fe Ave.</th>
<th>Hours Interns Can Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Beach, CA 90810</td>
<td>☑ M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td>Phone: 562-983-1777 x2107</td>
<td>☑ M-F Evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Fax: 562-983-0053</td>
<td>☑ M-F Nights (10pm-9am)</td>
</tr>
<tr>
<td>Supervisor: Sandy Annino</td>
<td>☑ Weekend days (9am-5pm)</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:Annino.Sandy.m@jobcorps.org">Annino.Sandy.m@jobcorps.org</a></td>
<td>☑ Weekend evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Website: <a href="http://www.longbeach.jobcorps.gov">www.longbeach.jobcorps.gov</a></td>
<td>☑ Weekend nights (10pm-9am)</td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>☑ Academic year only (Aug/Sept-May/June)</td>
</tr>
<tr>
<td>Background Clearance: Yes</td>
<td>Other Hours:</td>
</tr>
</tbody>
</table>

Through this Internship, ☑ Children/Youth ☑ Families/Couples ☑ Tutoring Services ☑ Person w/ Disabilities

Students Gain Experience With: ☑ Elderly Services ☑ Substance Abuse ☑ Recreation Programs Other: ☑ Health Issues ☑ Counseling Services ☑ Administrative/Computers

Description of Internship:

Job Corps is a federally funded job training program for youth ages 16-24. The Long Beach Job Corps Center is a premier training program that links skilled young adults with employers for the betterment of society.

This new initiative, called STARS (Speakers, Tutors, Achievement, Retention, Success), increases Job Corps students' academic achievement, career skills attainment, and retention in the program by providing motivational speakers to inspire them, and highly qualified tutors and mentors to assist them with academics, career technical training and personal and social development.

TUTORS

Tutoring help provide many benefits to Job Corps students who receive tutoring:
* Offers more individualized, systematic, structures learning experience
* Provides greater congruence between teacher and learner, closer role model
* Improves academic performance and personal growth
* Improves attitude toward subject area
* Generates stronger effects than other individualized teaching strategies
* Motivates self-placed and self-directed learning
* Provides intensive practice for students who need it
* Improves self-esteem

TUTOR QUALIFICATIONS

* Able to provide academic and career technical assistance to youth ages 16-24
* Must be at least 18 years of age
* Familiar with issues that may impact learning for students with educational, workplace and personal challenge
* Comfortable as role models
* Committed and flexible
* Able to use several teaching methodologies to work with the student
* Open to working with youth of all cultures, races, ethnicities
* Able tp adapt to each student's individual needs
* Good listener and patient
* Believes sincerely that all Job Corps students are capable of academic excellence

Agency Mission: The Long Beach Job Corps Center is a primarily residential career development program whose mission is to:
* Attract eligible young adults
* Involve them in career development services system which begins prior to enrollment and continues through post-center services
* Assist them in acquiring the skills they need to achieve their career goals and live independently
* Support them in entering and remaining in meaningful jobs of further education.

Revised: 7/25/2016 15-16
MADD, Orange County

Internship Program: Office Administration

Address: 17772 Irvine Blvd. Ste. 103
Tustin, CA 92780-3233
Phone: (714) 838-6199
Fax: (714) 838-6045
Supervisor: Tiffany Townson
E-Mail: tiffany.townson@madd.org
Website: http://www.MADDorangecounty.org

Paid Internships Available: No

Paid Internships Available: No

Hours Interns Can Work:

☐ M-F Regular Business Hrs (9am-5pm)
☐ M-F Evenings (5pm-10pm)
☐ M-F Nights (10pm-9am)
☐ Weekend days (9am-5pm)
☐ Weekend evenings (5pm-10pm)
☐ Weekend nights (10pm-9am)
☐ Academic year only (Aug/Sept-May/June)

Other Hours: Some weekends and evenings available on occasion.

Through this Internship, students gain experience with:

☐ Children/Youth
☐ Families/Couples
☐ Tutoring Services
☐ Person w/ Disabilities
☐ Elderly Services
☐ Substance Abuse
☐ Recreation Programs
☐ Other: Victim Assistance
☐ Health Issues
☐ Counseling Services
☐ Administrative/Computers

Description of Internship:

Administrative Interns obtain the broadest view of MADD and how a non-profit functions, becoming a participant in programs both new and old that are being coordinated from our office. In 1988, we implemented our Law Enforcement Recognition program, and since that time, the number of victims in Orange County has dropped. This, and a variety of the awareness programs designed and piloted in Orange County, have earned national acclaim and have been implemented by other MADD chapters throughout our organization. Our chapter's current slate of programs available at no cost to the community include: Victim Impact Panel Programs to educate DUI offenders and prevent recidivism, Crashed Car Exhibits (in English, Spanish and Vietnamese) to educate the public on the consequences of driving under the influence, public speakers and assembly programs to educate youth on the dangers of underage drinking, and victim services for the injured and bereaved.

Interns will assist with: program administration, research, developing community contacts, writing program reports, creative writing, public oral presentations, volunteer recruitment and event coordinating.

**90% of an intern's time will be spent in the MADD office.

Interns will be expected to:
* Attend 1 hour of orientation and training
* Attend a minimum of 3 events before the completion of internship

***All applicants are required to fluently speak, read and write in English. Must be detail-oriented, have excellent communication skills, be self-motivated and work well independently and as a team player and have familiarity with Windows 98 and Microsoft Office.

To apply, please fax your resume to (714) 838-6045 or e-mail it to info@MADDorangecounty.org. Please include a cover letter stating the internship position you are applying for, your school and major, a brief explanation of why you would like to work with MADD, and the times you are available for an interview.

Agency Mission:

MADD’s mission is to stop drunk driving, and to assist the victims of this violent crime. To accomplish such a mission, we need to have people out in the community, participating in activities that make a difference.
### MADD, Orange County

**Internship Program:** Public Awareness

**Address:** 17772 Irvine Blvd. Ste. 103
Tustin, CA 92780-3233

**Phone:** (714)838-6199
**Fax:** (714)838-6045

**Supervisor:** Tiffany Townson
**E-Mail:** tiffany.townson@madd.org
**Website:** http://www.MADDorangecounty.org

**Paid Internships Available:** No

<table>
<thead>
<tr>
<th>Hours Interns Can Work:</th>
<th>M-F Regular Business Hrs (9am-5pm)</th>
<th>M-F Evenings (5pm-10pm)</th>
<th>M-F Nights (10pm-9am)</th>
<th>Weekend days (9am-5pm)</th>
<th>Weekend evenings (5pm-10pm)</th>
<th>Weekend nights (10pm-9am)</th>
<th>Academic year only (Aug/Sept-May/June)</th>
</tr>
</thead>
</table>

**Other Hours:** Some weekends and evenings available on occasion.

**Background Clearance:** Yes

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs
- Person w/ Disabilities
- Victim Assistance
- Administrative/Computers

**Description of Internship:**
Public Awareness Events within the community are the lifeblood of many of our educational campaigns. MADD’s presence at such events helps to shape the public’s perception of how active MADD is within our community. Adding to the importance of this type of grassroots visibility is the fact that some 30% of our members and volunteers are recruited at Public Awareness Events. MADD’s current programs within our community include health and safety fairs, roadside sobriety checkpoints, Victim Impact Panels, volunteer fairs and trainings, press conferences, school assemblies, Crashed Car Exhibit appearances and more.

Interns will assist with: event coordinating and staffing, event reporting, press releases, volunteer coordinating and recruitment, creative writing, researching and developing community contacts.

**30% to 50% of an intern’s time will be spent in the MADD office.**

Interns will be expected to:
* Attend 4 hours of orientation and training
* Host a minimum of 1 volunteer training session
* Coordinate and attend a minimum of 2 events each month

***All applicants are required to fluently speak, read and write in English. Must have great leadership, communication and problem-solving skills, be self-motivated and have a positive and out-going personality. Familiarity with Windows 98 and Microsoft Office a plus.***

To apply, please fax your resume to (714) 838-6045 or e-mail it to info@MADDorangecounty.org. Please include a cover letter stating the internship position you are applying for, your school and major, a brief explanation of why you would like to work with MADD, and the times you are available for an interview.

**Agency Mission:**
MADD's mission is to stop drunk driving, and to assist the victims of this violent crime. To accomplish such a mission, we need to have people out in the community, participating in activities that make a difference.
Internship Program: **Family Case Management & Childcare Services**

**Address:**
11402 Magnolia Street  
Garden Grove, CA 92841

**Phone:** 714-530-7617  
**Fax:** 714-530-7908  
**Supervisor:** Claudia Valdivia-Alvarez  
**E-Mail:** claudiav@ci.garden-grove.ca.us  
**Website:** http://www.ci.garden-grove.ca.us/internet/mag

**Paid Internships Available:** No  
**Background Clearance:** Yes

**Through this Internship,** ☑ Children/Youth  ☑ Families/Couples  ☐ Tutoring Services  ☐ Person w/ Disabilities  
☐ Elderly Services  ☐ Substance Abuse  ☐ Recreation Programs  Other: Case management  
☑ Health Issues  ☑ Counseling Services  ☑ Administrative/Computers

**Description of Internship:**

**SERVICES:**
Magnolia Park Family Resource Center provides centralized assistance for families in Garden Grove and the surrounding cities. Services and programs include: individual case management, health care access services, parent education, individual and group counseling, domestic violence program, supportive services for foster/adoptive/kinship families, services for families that live in motels, information and referral.

Service Specific Duties and Responsibilities:
* Provide case management services to clients  
* (primary responsibility)  
* Provide information and referral services  
* Provide translation services, when appropriate  
* Assist with the planning and implementation of community resource/health fairs  
* Assist with general Family Resource Center programs/activities  
* Assist with outreach activities  
* Assist with Teen Group activities

This internship requires a two-semester commitment, preferably to begin Fall semester and end with Spring semester. Intern must be able to commit to at least 2-3 days a week for a total of 12-15 hours. Days and hours must take place Monday-Thursday between 9am to 6pm and Fridays between 9 am - 5 pm. This position is unpaid.

**Agency Mission:**

*The Vision is “Building healthy communities one family at a time.”*

The Mission of our agency is to create healthier communities by advocating for families and providing services, resources, and information that will enable them to become healthier, stronger, and more successful.
Internship Program: **Make-A-Wish OC and IE**

**Address:** 3230 El Camino Real suite 100
Irvine, CA 32780-5836

**Phone:** 714-573-9474 x 225

**Fax:** 714-689-0985

**Supervisor:** Marissa Euperio

**E-Mail:** meuperio@wishocie.org

**Website:** http://www.ocie.wish.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Through this Internship,**
- Children/Youth
- Families/Couples
- No Tutoring Services
- No Person w/ Disabilities
- No Elderly Services
- No Substance Abuse
- No Recreation Programs
- Other:
- No Health Issues
- No Counseling Services
- Administrative/Computers

**Description of Internship:** Interns for Make-A-Wish ® Orange County and the Inland Empire give of their time and talents to help bring hope, strength, and joy to children who are battling life-threatening medical conditions. All of our internships are unpaid; however, in return for their hard work and dedication, our interns receive valuable training, knowledge, hands-on non-profit work experience, a chance to meet others, and the gratification of making a difference in the life of a child. Academic credit can also be provided for students (specific criteria/requirements of the student's educational institution apply).

Our Interns assist in various areas of our organization alongside staff and other volunteers. Internship opportunities may be available in the following departments:
- Program Services (Wish Department)
- Volunteer Services
- Public Relations
- Development/Fundraising
- Office Administration
- Community Outreach
- Speaker’s Bureau
- Event Planning

Successful candidates are typically students or recent graduates (over the age of 18) with excellent written and oral communication skills, good organizational skills, the ability to multi-task, computer proficiency, and internet research ability. Internship opportunities are available throughout the year: for Fall semester (August – December), Spring Semester (January – May), and Summer Session (May – August).

**Agency Mission:** Make-A-Wish grants the wishes of children with life-threatening illnesses to enrich the human experience with hope, strength and joy.
Mariposa Women's Center

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Undergraduate Intern Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>812 W Town &amp; Country Road Bldg. C</td>
</tr>
<tr>
<td></td>
<td>Orange, CA 92868</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714) 547-6494 ext. 233</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714) 547-9990</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Rhonda Foley</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:rfoley@mariposacenter.org">rfoley@mariposacenter.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.mariposacenter.org">http://www.mariposacenter.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:**
- Mon. to Thur. 9:00am to 9:00pm; and Fri-Sat. 9am-5pm

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Women/Substance Abuse;
- Health Issues
- Counseling Services
- Psychoeducational and Process Groups
- Administrative/Computers

**Description of Internship: UNDERGRADUATE INTERNSHIP:**

Interns with Mariposa Women & Family Center are valuable assets to our work. We want the experience to be one of learning by doing. They will be provided with orientation and training so that they can participate in the following Center activities:

1. Client telephone intakes.
2. Assistance with client check-in at the front desk, including assisting clients in filling out paperwork and processing for their therapy and group appointments.
3. Data collection, research and report writing for special projects.
4. Assistance in the Childcare Room while parents are in session.
5. Assistance in assembling/writing/editing organizational newsletters.
6. Group therapy observations as approved by therapists.
7. Interns will have the opportunity to participate in the weekly professional development trainings that are provided for staff and volunteers. Topics vary, but can include training in: life skills, domestic violence, bereavement, stress management, anger management, sexual assault/abuse.

**Agency Mission:**

Our mission is to provide high quality, caring, affordable mental health and recovery counseling, life skills education, and supportive services to women and families. We help them make positive changes in their lives and empower them to become healthier, happier, and more productive. A center for healing and hope, Mariposa treats those it serves with dignity and respect and helps them create a better future for themselves and the community.
Mental Health Association of OC

Internship Program: **Club House**

Address: 822 Town and Country Road
Orange, CA 92868
Phone: (714) 547-7559
Fax: (714) 543-4431
Supervisor: Edgar River
E-Mail: erivera@mhaoc.org
Website: www.mhaoc.org

Paid Internships Available: No
Background Clearance: Yes

Hours Interns Can Work: ✓ M-F Regular Business Hrs (9am-5pm)
✓ M-F Evenings (5pm-10pm)
✓ M-F Nights (10pm-9am)
✓ Weekend days (9am-5pm)
✓ Weekend evenings (5pm-10pm)
✓ Weekend nights (10pm-9am)
✓ Academic year only (Aug/Sept-May/June)

Other Hours: Weekend Days: 12 Noon to 4pm

Through this Internship, ☑ Children/Youth ☑ Families/Couples ☑ Tutoring Services ☑ Person w/ Disabilities
☑ Elderly Services ☐ Substance Abuse ☑ Recreation Programs Other:
☑ Health Issues ☑ Counseling Services ☐ Administrative/Computers

Description of Internship:
Interns may help provide resources, information, and support to club house members and the public over the phone or in person. Interns may also participate in groups and recreational activities designed to enhance social and communication skills, such as poetry reading and writing, and trips to museums and parks. Weekly time commitment is negotiable.

***Students who would consider two semesters are preferred.***

Agency Mission:
The Mental Health Association of Orange County is dedicated to improving the quality of life of Orange County residents impacted by mental illness through direct service, advocacy, education and information dissemination.

Revised: 7/25/2016 15-16
**Mental Health Association of OC**

**Internship Program:** Clubhouse Rehab Group Leader  
**Address:** 822 Town and Country Road  
Orange, CA 92868  
**Phone:** (714)547-7559  
**Fax:** (714)543-4431  
**Supervisor:** Edgar Rivera  
**E-Mail:** erivera@mhaoc.org  
**Website:** www.mhaoc.org  
**Paid Internships Available:** No  
**Background Clearance:** Yes

<table>
<thead>
<tr>
<th>Hours Interns Can Work:</th>
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<tr>
<td>✔ M-F Regular Business Hrs (9am-5pm)</td>
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<tr>
<td>✔ Academic year only (Aug/Sept-May/June)</td>
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</tbody>
</table>

**Other Hours:** Weekend days from 12:00 to 4:00

**Through this Internship,**  
- Children/Youth
- Elderly Services
- Health Issues
- Tutoring Services
- Counseling Services
- Families/Couples
- Substance Abuse
- Recreation Programs
- Person w/ Disabilities
- Psychological Rehab
- Administrative/Computers

**Description of Internship:** Interns provide psychosocial rehabilitation support to Clubhouse members by facilitating rehab groups designed for adults who are trying to cope with mental illness. Groups meet on a weekly basis and focus on issues such as assertiveness, anger management, developing job skills, health management, etc. Interns may also provide individual case management to group members who need extra support and assistance. Weekly time commitment is negotiable.

**Agency Mission:** The Mental Health Association of Orange County is dedicated to improving the quality of life of Orange County residents impacted by mental illness through direct service, advocacy, education and information dissemination.
Mental Health Association of OC

Internship Program: Hearing Advocate

Address: 822 Town and Country Road
Orange, CA 92868

Phone: (714)547-7559
Fax: (714)543-4431

Supervisor: Edvar Riviera
E-Mail: erivera@mhaoc.org
Website: www.mhaoc.org

Paid Internships Available: No

Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours:

Through this Internship, Students Gain Experience With:
- Children/Youth
- Elderly Services
- Health Issues
- Tutoring Services
- Counseling Services
- Families/Couples
- Substance Abuse
- Recreation Programs
- Administrative/Computers

Description of Internship:
Interns fulfill a legally mandated role to ensure that involuntarily detained mentally ill patients have the opportunity to express their views regarding hospitalization. Interns review patients' charts, interview patients, and attend probable cause hearings with patients. Weekly time commitment is negotiable.

***Knowledge of mental illness and/or law is preferred.***

Agency Mission: The Mental Health Association of Orange County is dedicated to improving the quality of life of Orange County residents impacted by mental illness through direct service, advocacy, education and information dissemination.
Mental Health Association of OC

**Project Together Mentor Program**

**Address:** 722 Town and Country Road
Orange, CA 92868

**Phone:** 714-836-0355 x104

**Fax:** (714)836-0356

**Supervisor:** Monique Suarez

**E-Mail:** suarez@mhaoc.org

**Website:** www.mhaoc.org

**Paid Internships Available:** No

**Background Clearance:** Yes

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**Through this Internship,**

- **Children/Youth**
- **Families/Couples**
- **Counseling Services**

- **Elderly Services**
- **Substance Abuse**
- **Recreation Programs**

- **Health Issues**
- **Tutoring Services**
- **Administrative/Computers**

**Eligibility Requirements:**
- Age 21 and older
- Reside in OC or surrounding areas
- Reside in California for the past 12 months
- Have reliable transportation and proof of current auto insurance
- Pass a criminal and driving background screening
- Commit to spending a minimum of 6 months with the youth

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**Agency Mission:**

The Mental Health Association of Orange County is dedicated to improving the quality of life of Orange County residents impacted by mental illness through direct service, advocacy, education and information dissemination.
**Mercy House Transitional Living Centers**

**Internship Program:** Homeless Prevention and Rapid Rehousing Program

| Address: | 1505 East 17th Street Suite 221  
Santa Ana, CA  92705 |
| Phone: | (714) 836-7188 x 142 |
| Fax: | (714) 836-7901 |
| Supervisor: | Irene Mendoza |
| E-Mail: | irenem@mercyhouse.net |
| Website: | http://www.mercyhouse.net |
| Paid Internships Available: | No |
| Background Clearance: | No |

**Description of Internship:**

WHO WE ARE: Mercy House is a non-profit organization that provides emergency and transitional services to the homeless in Orange County and San Bernardino. Our goal is simple; to end the cycle of homelessness for those entering our system of care.

OVERVIEW: HPRP Interns will assist Mercy House clients with the intake of client requests. This includes collecting personal and financial information.

RESPONSIBILITIES: Interns are responsible for processing clients at our Mercy House office. Most intakes will be taken over the phone.

Other responsibilities include:
- Tracking records
- Follow-up with Clients
- Minor filing, copying, etc.

Initial Impact: Through the HPRP program, clients are able to receive rental assistance to prevent them from becoming homeless.

Sustainable outcome: Gain quality, career experience helping the clients of Mercy House. The services you will provide to our clients will help them sustain their families during periods of unemployment or financial hardship.

Training and Support: You will be trained on our operating systems and given an orientation into the organization. You will have full support from Mercy House staff throughout your internship.

**Agency Mission:** To be the leader in ending homelessness by providing a unique system of dignified housing alternatives, programs and supportive services.
Resident Services Case Management Internship

**Program Details:** Our shelter Plus Care Program is a voucher program that provides housing assistance to previously homeless individuals. In order to qualify for this program, the client must have a mental health diagnosis, be HIV positive or have a chronic substance abuse history. Case managers must meet with clients on a monthly basis to ensure they are meeting program requirements and give them the resources they need to remain housed.

**Major Duties:**
- Interns will shadow case management meetings with case manager at client homes. Interns will get practice assessing clients needs and learning to develop professional working relationships with this client demographic.
- Interns will assist with data entry and ensure that Mercy House is meeting grant requirements.
- Intern will learn about available resources in Orange County and develop relationships with other service providers
- Follow-up with clients
- Minor filing, copying, etc.

**Skills and Qualifications:** Must be reliable, sensitive and compassionate, able to keep client information confidential, have good communication skills, and must be able to interact with people who come from different backgrounds and lifestyles. Also, MUST HAVE transportation and be willing to drive to various locations throughout Orange County.

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**Agency Mission:** To be the leader in ending homelessness by providing a unique system of dignified housing alternatives, programs and supportive services.
Internship Program: **MOMS**

Address: 1128 W. Santa Ana Blvd.
Santa Ana, CA 92703

Phone: (714)972-2610 x428
Fax: (714)972-2620

Supervisor: Julie Vo
E-Mail: jvo@momsorangecounty.org
Website: http://www.momsorangecounty.org

Paid Internships Available: No
Background Clearance: No

Through this Internship, students gain experience with:
- Children/Youth
- Families/Couples
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:

**FUND DEVELOPMENT ASSISTANT:**
- Work with the Fund Development team to research and develop grant proposals
- Develop collaborative partnerships with agencies in the community
- Work with Fund Development team to cultivate donors
- Assist with special events and other fundraising activities

**PROGRAM ASSISTANT:**
- Outreach to potential client populations
- Work with Executive team to evaluate programs and services
- Work with team to research resources in the community for families
- Help with client focus groups and surveys
- Assist with curriculum development

Agency Mission: The mission of MOMS is to help mothers and their families have healthy babies by offering health coordination, education, and access to community services.
Internship Program: Career and Transfer Services Intern

Address: 1100 N. Grand Ave.
Walnut, CA 91789

Phone: (909) 274-5490
Fax: 

Supervisor: Ivan Pena
E-Mail: ipena@mtsac.edu
Website: www.mtsac.edu

Paid Internships Available: No

Background Clearance: No

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: M-TH 8:00 AM - 6:00 PM
              F 8:00 AM - 4:30 PM

Through this Internship, Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services
- Administrative/Computers

Other: Advising college students

Description of Internship:
DUTIES INCLUDE:
Advise students regarding basic transfer requirements and processes; assist in the coordination of events; make classroom presentations regarding Career and Transfer Services; schedule student appointments; assist students with Mountie CareerSource, our online job search program; answer phones; assist university representatives with appointments; observe counselors and advisors.

Agency Mission:
The mission of Mt. San Antonio College is to welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic success.

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Core Values:

Integrity: We treat each other honestly, ethically, and responsibly in an atmosphere of trust
Diversity: We respect and welcome all differences, and we foster equal participation throughout the campus community
Community Building: We work in responsible partnerships through open communication, caring, and a cooperative spirit
Student Focus: We address the needs of students and the community in our planning and actions
Life-Long Learning: We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services
Positive Spirit: We work harmoniously, show compassion, and take pride in our work
Paid Internships Available:

Courses designed for older adults (age 55+ years) provide the full continuum of education from vocational classes to the pursuit of long-standing educational goals. Classes are offered both on campus and at various senior centers and residential care homes throughout the Mt. San Antonio College District.

Interns are given the opportunity to work with older adult students age 55+, program staff and faculty in the development, preparation and delivery of education specifically designed for the older adult students. In addition to light support with routine office work, interns may find themselves interacting with older adult students and faculty by assisting with classroom activities.

Program Mission Statement:
The Older Adult Program provides opportunities to develop and share a new vision of life’s second half, to challenge the mind, acquire new skills, stay mentally and physically fit and share knowledge and experience with peers and younger people.

Agency Mission:
The mission of Mt. San Antonio College is to welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic success.

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

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Integrity: We treat each other honestly, ethically, and responsibly in an atmosphere of trust
Diversity: We respect and welcome all differences, and we foster equal participation throughout the campus community
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Student Focus: We address the needs of students and the community in our planning and actions
Life-Long Learning: We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services
Positive Spirit: We work harmoniously, show compassion, and take pride in our work
Internship Program: **English as a Second Language (ESL)**

Address: 1100 N. Grand Ave. Building 66
Walnut, CA 91789

Phone: (909)594-5611 ext 5232
Fax: (909)468-4108

Supervisor: John Pellitteri, Psy.D.
E-Mail: jpellitteri@mtsac.edu
Website: www.mtsac.edu

Paid Internships Available: No
Background Clearance: No

**APPLICANTS PLEASE SEND A RESUME AND LETTER OF INTEREST describing your career goals and desired experiences. One or two interns may be accepted during regular semesters.**

**Program Mission Statement:**

The Counseling Services Team is committed to assisting and supporting English as a Second Language students in their efforts toward matriculation, attaining and developing a satisfying career, and utilizing campus and community resources.

The Counseling Services Team also seeks to be a resource to the department by offering expertise in problem-solving strategies, overcoming obstacles to student success, and conflict resolution.

*Description of Internship:*

Interns will assist the ESL Counseling Team in delivering services to our ESL students. These services include goal clarification, development of an educational plan, and career exploration. Interns may participate in event planning, publishing the ESL newsletter, working individually (with supervision) with students, and other student-service related duties.

The ESL Counseling Team is interested in interns who are eager to learn and immerse themselves in our department. We are looking for mature individuals who are able to work independently as well as with a team. Supervision is offered with the goals of improving knowledge and counseling skill development.

**APPLICANTS PLEASE SEND A RESUME AND LETTER OF INTEREST describing your career goals and desired experiences. One or two interns may be accepted during regular semesters.**

**Program Mission Statement:**

The Counseling Services Team is committed to assisting and supporting English as a Second Language students in their efforts toward matriculation, attaining and developing a satisfying career, and utilizing campus and community resources.

The Counseling Services Team also seeks to be a resource to the department by offering expertise in problem-solving strategies, overcoming obstacles to student success, and conflict resolution.

*Agency Mission:*

The mission of Mt. San Antonio College is to welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic success.

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Core Values:

- **Integrity:** We treat each other honestly, ethically, and responsibly in an atmosphere of trust.
- **Diversity:** We respect and welcome all differences, and we foster equal participation throughout the campus community.
- **Community Building:** We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- **Student Focus:** We address the needs of students and the community in our planning and actions.
- **Life-Long Learning:** We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- **Positive Spirit:** We work harmoniously, show compassion, and take pride in our work.

Revised: 7/25/2016 15-16
New Alternatives, Inc.

Internship Program: In-Home Coach (IHC)

Address: 1202 W. Civic Center Drive Suite 205
Santa Ana, CA  92703
Phone: (714)726-0048
Fax: (714) 245-0040
Supervisor: Dianna Madrigal-Munoz
E-Mail: dianna.madrigal-munoz@newalternatives.org
Website: www.newalternatives.org

Paid Internships Available: No
Background Clearance: Yes

Hours Interns Can Work: ☑ M-F Regular Business Hrs (9am-5pm)
☑ M-F Evenings (5pm-10pm)
☑ M-F Nights (10pm-9am)
☑ Weekend days (9am-5pm)
☑ Weekend evenings (5pm-10pm)
☑ Weekend nights (10pm-9am)
☑ Academic year only (Aug/Sept-May/June)
Other Hours: Mon - Sunday 8 am - 8 pm

Through this Internship, ☑ Children/Youth  ☑ Families/Couples  ☑ Tutoring Services  ☑ Person w/ Disabilities
☐ Elderly Services  ☐ Substance Abuse  ☐ Recreation Programs  Other: Victim Assistance
☐ Health Issues  ☑ Counseling Services  ☑ Administrative/Computers

Description of Internship:

RESPONSIBILITIES INCLUDE:

*Provide In-Home based services to families referred by Orange County Social Services Agency
*Assess family needs and provide services to each family for 6 weeks
*Assist IHC with case reports, case notes, and maintenance of files
*Shadow In-Home Coaches for about 4-5 sessions
*Provide parents with appropriate discipline techniques, communication techniques, and emotional support for parents and children
*Link families with community resources such as counseling and support groups
*Assist with filling out a variety of forms (HIPPA, fee assessment, and Psycho-Social History forms)

REQUIREMENTS:

*Need a vehicle to drive to client's home
*Mileage is reimbursed at 55 cents a mile
*Must attend mandatory IHC meetings once a week
*Fingerprinting and TB test

Agency Mission: New Alternatives is a private, non-profit agency. We provide a variety of services in Orange and San Diego Counties. NAI contracts with Orange County Social Services to provide services here in Orange County to at-risk youth and their families. Services are designed to improve family function so a child can be returned home or remain in his/her home.
Internship Program: **Supervised Visitation**

Address: 1202 W. Civic Center Drive Suite 205
Santa Ana, CA 92703

Phone: (714) 245-0045 x112

Fax: (714) 245-0040

Supervisor: Jennifer Galvan

E-Mail: jennifer.galvan@newalternatives.org
Website: www.newalternatives.org

Paid Internships Available: No

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:**
- Tues 1-8 PM; Thurs. 1-8 PM; and
- Saturdays 9 am - 4:30 pm
- Sundays 9 am - 4:30 pm

**Background Clearance:** Yes

Through this Internship, students gain experience with:
- **Children/Youth**
- **Families/Couples**
- **Tutoring Services**
- **Person w/ Disabilities**
- **Elderly Services**
- **Substance Abuse**
- **Recreation Programs**
- **Victim Assistance**
- **Health Issues**
- **Counseling Services**
- **Administrative/Computers**

**Description of Internship:**

**RESPONSIBILITIES INCLUDE:**

* Monitor all scheduled visits between a family and children in out-of-home care
* Ensure that the setting is appropriate and child's safety is guaranteed
* Ensure that the family adheres to all court ordered rules regarding physical contact and subject matter
* Intern verifies that the family adheres to all court ordered rules regarding physical contact and subject matter
* Monitor is continuously present and within sight and hearing distance of parent and child
* Help maintain the families dignity
* Intern prepares a crisis anticipation plan before the initial visit to ensure that emergency situations can be handled.
* Document observations from each visit and provide documentation to the County Social Worker
* Intern notifies the referring worker of all problems, no-shows and general overview of the visit.

**Agency Mission:**

New Alternatives is a private, non-profit agency. We provide a variety of services in Orange and San Diego Counties. NAI contracts with Orange County Social Services to provide services here in Orange County to at-risk youth and their families. Services are designed to improve family function so a child can be returned home or remain in his/her home.
New Directions

Internship Program: **New Directions**
Address: 12627 Santa Gertrudes Ste. B
La Mirada, CA 90638
Phone: 562-943-6000
Fax: 562-943-6006
Supervisor: Richard Perla
E-Mail: newdirectionsrp@hotmail.com
Website: www.recoverguide.com
Paid Internships Available: No
Background Clearance: No

Through this Internship, ✓ Children/Youth
Students Gain Experience With: □ Families/Couples
                           □ Substance Abuse
                           □ Tutoring Services
                           □ Counseling Services
                           □ Administrative/Computers
                           □ Other:

Description of Internship:
1. Group Counseling Training (Parenting, Men and Women's Domestic Violence, and Anger Management)
2. Client Coaching Training
3. Intakes and Discharge
4. Treatment Plan Trainings
5. General Office Procedure Trainings
6. Training upon Admission Procedures and Discharge

Student must provide a current resume, photo I.D., and transcript.

Agency Mission: It is New Direction's goal to provide services that will have a long lasting positive impact upon each participant's life. The clients will acquire healthy tools that can be utilized through-out their lives.

Hours Interns Can Work: ✓ M-F Regular Business Hrs (9am-5pm)
                         ✓ M-F Evenings (5pm-10pm)
                         ✓ M-F Nights (10pm-9am)
                         □ Weekend days (9am-5pm)
                         □ Weekend evenings (5pm-10pm)
                         □ Weekend nights (10pm-9am)
                         □ Academic year only (Aug/Sept-May/June)
Other Hours: M-TH 5-8:30 PM and SAT 8 am - 12 pm.

Background Clearance: No

E-Mail: newdirectionsrp@hotmail.com
Website: www.recoverguide.com

Revised: 7/25/2016  15-16
# New Start Detox

**Internship Program:** New Start Detox Internship  
**Address:** 906 Dorman Street  
Santa Ana, CA 92702  
**Phone:** (714)332-3143  
**Fax:** (714)486-2127  
**Supervisor:** Alyssa Cohen, Psy.D  
**E-Mail:** acohen@newstartdetox.com  
**Website:** www.newstartdetox.com  
**Paid Internships Available:** No  
**Background Clearance:** Yes

**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)

**Through this Internship, Students Gain Experience With:**  
- Elderly Services  
- Substance Abuse  
- Counseling Services  
- Tutoring Services  
- Families/Couples  
- Recreation Programs  
- Administrative/Computers  
- Health Issues  
- Person w/ Disabilities

**Description of Internship:**  
The Intern provides support services in the detox and treatment of chemical dependency. The Intern will assist with managing the shift within the facility by following all safety guidelines and counseling techniques for the clients. The Intern reports to the Clinical Director and Program Director. The Intern will receive ongoing supervision in accordance with school and licensing body guidelines.

**DUTIES AND RESPONSIBILITIES:**

1. May be responsible to support staff in intakes of new clients including but not limited to a change out, collection of urine drug screen, intake paperwork and full biopsychosocial of clients.

2. Completes appropriate documentation in the charts, treatment plan and clinical progress which includes progress notes.

3. Intern may co-facilitate and appropriate recovery related groups and conduct individual counseling sessions as necessary.

4. Interns will be identified as support staff for their shift and will take direction regarding the flow of the shift as necessary.

5. Adhere to client confidentiality guidelines and maintain a professional relationship with staff, clients, referring/community partners and clients’ families.

6. Intern is responsible for checking, monitoring, and recording vitals every 30 minutes on each new client for the first 24 hours of the client’s stay. Vitals are to be monitored at every medication call time for each day after the first day.

7. Average vitals are between 120/80 60-70. Anything observed outside of these parameters should be documented in client observation log and shift notes (progress notes), and Intern should notify the Primary Staff.

**Agency Mission:** New Start is a full service Detoxification center believing in the value of personal empowerment and growth. The Mission of New Start is to offer clients the opportunity to learn new tools that lead to a positive mental, physical, social, and spiritual life. The goal of New Start Detox is to facilitate positive growth in the community.
Internship Program: **Safe Connections - Counseling Program**

- **Address:** 2685 Bear Street, Costa Mesa, CA 92626
- **Phone:** (949)515-6680
- **Fax:** (714)515-6385
- **Supervisor:** Rhonda Reid
- **E-Mail:** rreid@nmusd.us
- **Website:** www.nmusd.us
- **Paid Internships Available:** No
- **Background Clearance:** Yes

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** School Site Hours (8:00 am - 3:30 pm), Some after-hours regarding parent and staff trainings and other various activities.

**Through this Internship Students Gain Experience With:**
- [ ] Children/Youth
- [ ] Families/Couples
- [ ] Tutoring Services
- [ ] Person w/ Disabilities
- [ ] Elderly Services
- [ ] Substance Abuse
- [ ] Recreation Programs
- Other:
- [ ] Health Issues
- [ ] Counseling Services
- [ ] Administrative/Computers

**Description of Internship:**

Intern will learn and/or participate in:

- The elements of a comprehensive school counseling program that focus on student outcomes, teach and build on student competencies and resiliency skills to improve students’ social/emotional well-being that is correlated to improved academic outcomes.

- The U.S. Dept. of Educations Elementary/Secondary Counseling Grant includes:
  1. use a developmental, preventive approach,
  2. expand the inventory of effective counseling programs,
  3. include in-service training,
  4. involve parents and community groups.

- Specific objectives, goals, and outcomes required by the U.S. Department of Education for the elementary and secondary counseling grant.

- Multiple data collection measures utilized to monitor progress toward achieving outcome objectives.
  * Counselor referral process and identification for appropriate services
  * School counselors provide services to students, parents, school staff and the community in the following areas:
  * DIRECT STUDENT SERVICES: Individual and group counseling
  * School counseling classroom curriculum:
  * Structured lessons designed to help students attain the desired competencies and to provide all students with the knowledge, attitudes and skills appropriate for their developmental level.
  * Peer Leader training and implementation
  * Student interventions directed by the strength base approach

- INDIRECT STUDENT SERVICES:
  * Referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations
  * Student observations
  * SST/IEP meetings
  * School Counselors presentations/ trainings for staff, teachers, parents, and students

- Crisis Response: Responsive services for crisis may include counseling individual, small-group, or school-wide support.

- BACKGROUND CLEARANCE: Fill out application online
  * Live Scan Fingerprints
  * TB Test

**Agency Mission:** Every Child Every Day

Revised: 7/25/2016 15-16
Northbound Treatment Services

Internship Program: NTS
Address: 1040 W. 17th Street
Costa Mesa, CA 92627
Phone: 949-269-9229
Fax: 949-269-9214
Supervisor: Matthew Kinoshita
E-Mail: matthew@livingsober.com
Website: www.livingsober.com
Paid Internships Available: No
Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: M, T, TH - 5-8 pm

Through this Internship,
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other:
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:
Case Manager Intern - initial (biopsychosocial assessment) treatment planning with individualized goals. Crisis intervention; Co-facilitation of group and individual counseling; and discharge planning

**NOTE** Need to be one year sober and off of probation for at least 2 years.

Agency Mission:
MISSION STATEMENT:
NTS Addiction Treatment Program's mission is serving clients, supporting families, and to fulfill our purpose one client - one day at a time. With a purpose of transforming the lives of 18-35 year old alcohol/drug dependent men and women.

VISION STATEMENT:
To assist clients in successfully celebrating one year of continuous sobriety.
**Northbound Treatment Services-DETOX**

<table>
<thead>
<tr>
<th>Internship Program: Detoxification/Observation Facility</th>
<th>Hours Interns Can Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 209 E. 18th St. Costa Mesa, CA 92627</td>
<td>☑ M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td>Phone: (949)689-6022</td>
<td>☑ M-F Evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Fax: (949)554-0667</td>
<td>☑ M-F Nights (10pm-9am)</td>
</tr>
<tr>
<td>Supervisor: Gina M. Rigoli</td>
<td>☑ Weekend days (9am-5pm)</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:gina@livingsober.com">gina@livingsober.com</a></td>
<td>☑ Weekend evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Website: <a href="http://www.livingsober.com">www.livingsober.com</a></td>
<td>☑ Weekend nights (10pm-9am)</td>
</tr>
<tr>
<td>Paid Internships Available: No</td>
<td>☑ Academic year only (Aug/Sept-May/June)</td>
</tr>
<tr>
<td>Background Clearance: Yes</td>
<td>Other Hours: 24 hour facility. Shifts are: 7am -3:30 pm; 3-11:30 pm; and 11pm - 7:30 am.</td>
</tr>
</tbody>
</table>

Through this Internship, ☑ Children/Youth ☐ Families/Couples ☐ Tutoring Services ☑ Person w/ Disabilities

Through this Internship, ☑ Elderly Services ☐ Substance Abuse ☐ Recreation Programs ☐ Administrative/Computers

Through this Internship, ☐ Health Issues ☑ Counseling Services ☐ Other:

Through this Internship, ☐ Health Issues ☑ Counseling Services ☐ Other:

Through this Internship, ☐ Health Issues ☑ Counseling Services ☐ Other:

**Description of Internship:**

The detoxification facility/subacute residential facility that is looking for interns to develop/assist in short term treatment planning, co-facilitate groups, shadow intake/admission, one-on-one time with clients and overall client care. Conduct UA, searching/developing progress notes, and learn detox protocols (medications).

**NOTE:** Cannot be on probation or parole.

**Agency Mission:**

To assist our clients in successfully celebrating one year of continuous sobriety.
**Title I Tutoring Program**

**Address:** 1735 E. Wilshire Ave. Ste. 802  
Santa Ana, CA  92705

**Phone:** 714-836-0301  
**Fax:** 714-836-1920  
**E-Mail:** kasay@access.k12.ca.us  
**Website:** www.ocde.us

**Supervisor:** Kristin Asay  
**Phone:** 714-836-1920  
**Fax:** 714-836-0301

**Paid Internships Available:** Yes

<table>
<thead>
<tr>
<th>Background Clearance</th>
<th>Yes</th>
</tr>
</thead>
</table>

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** Tutoring is typically scheduled in 2-4 hour blocks of time Monday-Thursday.

**Description of Internship:**

- **PAID POSITION**
- Tutor rate is $17.15 per hour
- Student must commit to a full academic year
- Our hiring procedure is extensive, please allow sufficient time to apply. Best time to apply is the semester before desired internship

Provide one-on-one academic assistance to children and adolescents placed in group homes, foster family agencies, alternative education schools, or probation facilities throughout Orange County due to abuse, neglect or delinquency. Administer assessments, maintain written goals, and develop daily lesson plans based on individual student needs. Attend mandatory staff development meetings periodically focused on instructional techniques/materials and aspects of the juvenile justice system.

**Agency Mission:**

The program's mission is to provide a quality program of supplementary assistance for neglected and delinquent youth. The program is based on the research-based value of individual assistance which is implemented by tutors who receive ongoing training and support.
Paid Internships Available: Yes
Background Clearance: Yes

Description of Internship:
Bachelor Level Interns will have the opportunity to work alongside, MSW Interns, MSW’s, and MFT Interns to provide Case Management services to at-risk Junior High and High school students within the Santa Ana School District. The Bachelor level Interns will also be given the opportunity to participate in Individual Supervision, Resource Linkages and referrals, Co-facilitate groups, College Transition for Students, Enrollment in ROP, Transition to Vocational Schools, contact with families, and if permitted: small interventions with substance abuse.

A potential intern would need to present as professional, confident, easily trainable and willing to work in a fast paced environment. Interns will be expected to work 10-15 hours per week. Interns can be placed at two different sites within this program over the two semesters of their fieldwork. For example, potential Interns with OCDE can be placed at an Intermediate School during their first semester, and/or a High School during their second semester of Fieldwork. This will provide each student with different experiences within the Educational Setting, while maintaining similar paperwork and relationships with supervisors throughout their Fieldwork experience.

**SPANISH BI-LINGUAL IS PREFERRED BUT NOT REQUIRED**

*NOTE:
Interns will be assigned one to one sites during their fieldwork hours. The possible school sites will be High Schools and Intermediate Schools within SAUSD. The address listed is the central office where internals will interview.

*An in-house fingerprint/LiveScan is required for interns.
*Cost covered by agency.
*This process takes 4 weeks. Apply early
*TB test required and cost paid by intern.

Agency Mission:
We partner with Orange County school districts to provide over 500,000 students with a world class education that emphasizes standard-based skills in safe learning environments.

We provide students with the following county-operated programs and services: Alternative and Correctional Education, Outdoor Science, Regional Occupational Program, Special Education, Child Care Services and Student Programs.

We serve as a connecting agency among Orange County school districts, community college districts, local, state and federal governmental agencies, and community organizations.

We respond to district and community requests for staff development, administrative, business, educational and support services.

We partner with families, businesses, and the community to promote student success and well-being in Orange County.
Internship Program: **Dispute Resolution Program**

Address: 1300 S. Grand Ave., Bldg. B  
Santa Ana, CA 92705  

Phone: (714) 567-5081  
Fax: (714) 567-7474  

Supervisor: Peko Gomis  
E-Mail: peko@ochumanrelations.org  
Website: http://www.ochumanrelations.org  

Paid Internships Available: No  
Background Clearance: Yes  

Through this Internship,  

<table>
<thead>
<tr>
<th>Students Gain Experience With:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Elderly Services</td>
</tr>
<tr>
<td>☑ Health Issues</td>
</tr>
<tr>
<td>☑ Counseling Services</td>
</tr>
</tbody>
</table>

Hours Interns Can Work:  

- ☑ M-F Regular Business Hrs (9am-5pm)  
- ☑ M-F Evenings (5pm-10pm)  
- ☑ M-F Nights (10pm-9am)  
- ☑ Weekend days (9am-5pm)  
- ☑ Weekend evenings (5pm-10pm)  
- ☑ Weekend nights (10pm-9am)  
- ☑ Academic year only (Aug/Sept-May/June)  

Other Hours:  

- ☑ Other: Other

Description of Internship: Interns are required to participate in a 32-hr. mediation certification training (unless already trained) in addition to their internship hours. All training fees are waived for interns. Certification issued upon completion of internship.

***Trainings held quarterly (Jan, April, June, August)***

Please call the agency for exact dates and hours.

GENERAL DUTIES:  

- Casework as a mediator in a court-based office (small claims) and/or with community disputes (landlord/tenant, neighbor/neighbor, consumer/merchant, employer/employee, etc.)  
- Assist with mediation training and educational presentations  
- Assist with community outreach  
- Assist with volunteer training and recruitment  
- Grant-related documentation

QUALIFICATIONS:  

- Bilingual (English/Spanish) individuals are highly desirable  
- Good oral and written communication skills  
- Ability to work with diverse individuals in a diplomatic and non-biased manner  
- An interest and/or skills in mediation

ADDITIONAL INFORMATION: Unless already trained, interns will attend a 28-hr. Mediation Certification Training. As community mediators, interns will develop mediation and negotiation skills and gain practical experience as such. This is a unique opportunity to work with diverse groups and individuals to promote cooperative and amicable resolution of conflicts. Interns will also have the opportunity to assist with program development and implementation which could include public speaking, if desired. Interns will be working in a human relations environment and will be expected to deal tactfully and respectfully with sensitive issues involving divergent viewpoints and cultures.

Agency Mission: The Commission and Council join hands to create a future where our county's diversity is realized as a source of our strength as opposed to being viewed as a problem. We build bridges of understanding to promote our vision of Orange County as a community where all are valued and included.
OC Probation Department

Internship Program: OC Probation Department
Address: 1001 South Grand Avenue
           Santa Ana, CA  92705
Phone: (714) 667-7718
Fax: (714)667-7717
Supervisor: Jeff Hentzen
E-Mail: jeff.hentzen@prob.ocgov.com
Website: http://www.oc.ca.gov/probation
Paid Internships Available: No
Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Children/Youth
- Elderly Services
- Health Issues
- Families/Couples
- Substance Abuse
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Person w/ Disabilities

Description of Internship:

*NOTE**
Students need to apply 3-4 months before the academic term. This internship requires an extensive background check and fingerprinting that needs to be processed before students can begin their internships.

There are numerous opportunities to work within one of four institutions with at-risk youth or at a youth and family resource center. Some positions may be available in field offices.

To be a volunteer or intern in Probation you must...
1. Be at least 21 years old
2. Attend a volunteer Information & Training Meeting to become familiar with the O.C. Probation Department and the role of our volunteers
3. Obtain a tuberculosis test
4. Attend a screening interview with the Volunteer Coordinator
5. Complete an intensive background investigation
6. Must be off probation at least 1 year prior to applying

**Dates and map for 2016 available at http://www.oc.ca.gov/probation**
**NOTE** A reservation is needed to attend volunteer information meeting (VIM). Call (714)667-7730.

Agency Mission:
As a public safety agency, the Orange County Probation Department serves the community using efficient and research supported corrections practices to:

* A Safer Orange County through Positive Change
* Reduce Crime
* Assist the Courts in Managing Offenders
* Promote Lawful and Productive Lifestyles
* Assist Victims
**Olive Crest**

**Internship Program:** Community Involvement  
**Address:** 2130 E. 4th. St. #200  
Santa Ana, CA 92705  
**Phone:** 657.622.4162  
**Fax:** (714) 543-5463  
**Supervisor:** Tim Gnaneswaran  
**E-Mail:** info@olivecrest.org  
**Website:** http://www.olivecrest.org

---

**Background Clearance:** Yes

---

**Through this Internship, Students Gain Experience With:**  
- Children/Youth  
- Elderly Services  
- Families/Couples  
- Substance Abuse  
- Health Issues  
- Counseling Services  
- Tutoring Services  
- Recreation Programs  
- Administrative/Computers  
- Person w/ Disabilities

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**Description of Internship:**

**INTERNSHIP SUMMARY:**
Work alongside the Community Involvement team to assist in the day-to-day operations by assisting to serve our six core programs through volunteer recruitment, event implementation and processing in-kind donations and services.

**SPECIFIC DUTIES:**
* Office Support  
* Volunteer Interviews & Trainings  
* Client Interviews  
* Volunteer Placements  
* Special Events – Planning and Implementing  
* Donation Receiving and Distributing  
* Internet & Social Media Support

**DESIRED EXPERIENCE/MINIMUM REQUIREMENTS:**
* College Student, 21 years of age or older  
* Advanced communication skills  
* Advanced computer skills  
* Ability to work well in groups and with others  
* Good attitude/flexible  
* A desire to work with volunteers and serve the community

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**Agency Mission:** Olive Crest is dedicated to preventing child abuse, to treating and educating at-risk children to preserving the family “one life at a time.”

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**Revised:** 7/25/2016  15-16
Olive Crest

Internship Program: Development Operations/Grants
Address: 2130 E. 4th. St. #200
Santa Ana, CA 92705
Phone: 657.622.4162
Fax: (714)972-8952
Supervisor: Tim Gnaneswaran
E-Mail: Tim-Gnaneswaran@olivecrest.org
Website: http://www.olivecrest.org
Paid Internships Available: No

Background Clearance: No

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Donor Relations, Grants
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:
INTERNSHIP SUMMARY:
Work alongside the Development Operations and Grants team to assist in the day-to-day operations by assisting to serve our 7 regional development offices through administrative support, research, and donor relations.

Desired # of Hours per Week
8 – 20

SPECIFIC DUTIES:
- Office Support
- Tax and Legal Research
- Grant Research, Filing, and Reporting
- Campaign Operations Management
- Policy and Procedure Review
- Donor Communications
- Special Events – Operations Support
- Database Entry, Reporting and Analytics

DESIRED EXPERIENCE/ MINIMUM REQUIREMENTS
- College Student, 21 years of age or older
- Advanced communication skills
- Advanced computer skills
- Ability to work well in groups and with others
- Good attitude/flexible
- A desire to expand CRM database skills, research skills, and expand philanthropic support to help children and families in crisis.

Agency Mission: Olive Crest is dedicated to preventing child abuse, to treating and educating at-risk children to preserving the family “one life at a time.”
**Olive Crest**

**Family Preservation - Counseling**

**Address:** 2130 E. 4th. St. #200
Santa Ana, CA 92705

**Phone:** 657.622.4162

**Fax:** (714)972-8952

**Supervisor:** Tim Gnaneswaran

**E-Mail:** Tim-Gnaneswaran@olivecrest.org

**Website:** http://www.olivecrest.org

**Paid Internships Available:** No

**Internship Program:**

**Description of Internship:**

Intern will have an internal working knowledge at the end of the internship of the duties and responsibilities of a Social Service agency provider. The intern will assist the administrative assistant in handling the position's duties and providing clerical support to licensed therapists and paraprofessional staff who offer individual, family and group counseling. Olive Crest’s clinicians are trained to address issues of child neglect, physical abuse and emotional abuse, and have specialized training and experience working with sexual abuse issues. Families are referred by the Social Services Agency and some families may have an open case.

**PLEASE NOTE:** Interns who are placed in the counseling department will not have direct service experience or be able to observe direct services offered by the counselor.

**Desired # of Hours per Week**

Varies: Approx. 8-10 hours a week

**SPECIFIC DUTIES:**

- Processing of referrals including creating files
- Data base entry
- Processing various file documents including making copies and filing
- Phone calls to parents and social workers
- Report tracking
- Childcare
- Other duties as assigned

**DESIRED EXPERIENCE/MINIMUM REQUIREMENTS**

- College Student, 21 years of age or older
- Positive and friendly attitude with the ability to work well with others
- Flexible personality with the willingness to perform job duties
- Strong verbal communication skills, Bilingual skills in Spanish desired
- Must be detail-oriented and have excellent organizational and administrative skills
- Looking for moderate to advanced computer skills
- Requires CPR certification

**Agency Mission:** Olive Crest is dedicated to preventing child abuse, to treating and educating at-risk children to preserving the family "one life at a time."

**Background Clearance:** Yes

**Through this Internship, Students Gain Experience With:**

- [x] Children/Youth
- [ ] Families/Couples
- [ ] Tutoring Services
- [ ] Person w/ Disabilities
- [ ] Elderly Services
- [ ] Substance Abuse
- [ ] Recreation Programs
- Other:
- [ ] Health Issues
- [ ] Counseling Services
- [x] Administrative/Computers

**Hours Interns Can Work:**

- [ ] M-F Regular Business Hrs (9am-5pm)
- [ ] M-F Evenings (5pm-10pm)
- [ ] M-F Nights (10pm-9am)
- [ ] Weekend days (9am-5pm)
- [ ] Weekend evenings (5pm-10pm)
- [ ] Weekend nights (10pm-9am)
- [ ] Academic year only (Aug/Sept-May/June)

**Other Hours:** Varies: Most services are in the evenings: Tuesday – Thursday from 12:00 pm to 7:00 pm
**Olive Crest**

**Internship Program:** Foster/Adoption

**Address:** 2130 E. 4th. St. #200
Santa Ana, CA 92705

**Phone:** 657.622.4162

**Fax:** 714-543-5463

**Supervisor:** Tim Gnaneswaran

**E-Mail:** Tim-Gnaneswaran@olivecrest.org

**Website:** http://www.olivecrest.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Background Clearance:** Yes

**Hours Interns Can Work:**
- ☑ M-F Regular Business Hrs (9am-5pm)
- ☑ M-F Evenings (5pm-10pm)
- ☑ M-F Nights (10pm-9am)
- ☑ Weekend days (9am-5pm)
- ☑ Weekend evenings (5pm-10pm)
- ☑ Weekend nights (10pm-9am)
- ☑ Academic year only (Aug/Sept-May/June)

**Through this Internship,**
- ✔ Children/Youth
- ✔ Families/Couples
- ✔ Tutoring Services
- ✔ Person w/ Disabilities
- ✔ Elderly Services
- ✔ Substance Abuse
- ✔ Recreation Programs
- Other: Case Management
- ✔ Health Issues
- ✔ Counseling Services
- ✔ Administrative/Computers

**Other Hours:** Flexible

**Description of Internship:**

**INTERNSHIP SUMMARY:**
Case Management Assistance/Child Care/Special Events/Office Assistant

**SPECIFIC DUTIES:**
- * Monitored visitation with foster children and biological parents - These are 1-3 hours of overseeing a visit at a social services location or at Olive Crest. They require documentation on a template with check boxes and a narrative. They can be a weekly commitment and generally occur in the afternoon or evening hours.
  
- * Case management visits with case managers to view foster family dynamics - These are 1 hour visits with different case managers. They will not include more than 3-4 visits during internship.
  
- * Evening childcare during trainings - Individual work with foster children who are in childcare for 2-3 hours. These include crafts, reading, behavior management, positive reinforcement. They generally occur 2-3 times per month.
  
- * Special event duties - Tasks vary.
  
- * Paperwork, Paperwork, Paperwork! It is the reality of social work.

**DESIRE EXPERIENCE/MINIMUM REQUIREMENTS:**
- * College Student, 21 years of age or older
- * Computer skills
- * Strong written & verbal communication
- * Organization
- * Ability to work well in groups/ with others

**Agency Mission:** Olive Crest is dedicated to preventing child abuse, to treating and educating at-risk children to preserving the family "one life at a time."
Olive Crest

Internship Program: Kinship
Address: 2130 E. 4th. St. #200
Santa Ana, CA 92705
Phone: 657.622.4162
Fax: 714)972-5463
Supervisor: Tim Gnaneswaran
E-Mail: Tim-Gnaneswaran@olivecrest.org
Website: http://www.olivecrest.org
Paid Internships Available: No
Background Clearance: Yes

Through this Internship: ✓ Children/Youth ✓ Families/Couples ☐ Tutoring Services ☐ Person w/ Disabilities
☐ Elderly Services ☐ Substance Abuse ☐ Recreation Programs Other:
☐ Health Issues ☐ Counseling Services ✓ Administrative/Computers

Description of Internship:

INTERNSHIP SUMMARY:
Child Care/Outreach/Office Assistant--Depends on intern's primary skill focus-- for direct service vs. community vs. administrative tasks.

SPECIFIC DUTIES:
Childcare
* Provide direct care and supervision of children participating in group childcare and family focused events; including helping to set up/clean up, coordinate, crafts, activities and refreshments for infants thru teens.

Outreach
* Assist in phone calls and mailings to prospective kinship families to offer program services, complete referrals; conduct site visits to FRCS to distribute program info, assist in coordinating trainings & community events.

Administrative
* Assist in development and distribution of kinship newsletter; assist in tracking referrals, opening/closing files, making copies of forms/flyers; filing, conduct case file reviews.

DESIRED EXPERIENCE/MINIMUM REQUIREMENTS:
* College Student, 21 years of age or older
* Computer skills
* Strong written & verbal communication
* Organization
* Ability to work well in group/ with others

Agency Mission: Olive Crest is dedicated to preventing child abuse, to treating and educating at-risk children to preserving the family "one life at a time."

Hours Interns Can Work: ☐ M-F Regular Business Hrs (9am-5pm)
☐ M-F Evenings (5pm-10pm)
☐ M-F Nights (10pm-9am)
☐ Weekend days (9am-5pm)
☐ Weekend evenings (5pm-10pm)
☐ Weekend nights (10pm-9am)
☐ Academic year only (Aug/Sept-May/June)
Other Hours: ☑ M, T, Th (2-4 evening hours per month)

Internship Program: Elderly Services
Address: 2130 E. 4th. St. #200
Santa Ana, CA 92705
Phone: 657.622.4162
Fax: 714)972-5463
Supervisor: Tim Gnaneswaran
E-Mail: Tim-Gnaneswaran@olivecrest.org
Website: http://www.olivecrest.org
Paid Internships Available: No
Background Clearance: Yes

Through this Internship: ☐ Children/Youth ☐ Families/Couples ☐ Tutoring Services ☐ Person w/ Disabilities
☐ Elderly Services ✓ Substance Abuse ☐ Recreation Programs Other:
☐ Health Issues ☐ Counseling Services ☐ Administrative/Computers

Description of Internship:

INTERNSHIP SUMMARY:
Child Care/Outreach/Office Assistant--Depends on intern's primary skill focus-- for direct service vs. community vs. administrative tasks.

SPECIFIC DUTIES:
Childcare
* Provide direct care and supervision of children participating in group childcare and family focused events; including helping to set up/clean up, coordinate, crafts, activities and refreshments for infants thru teens.

Outreach
* Assist in phone calls and mailings to prospective kinship families to offer program services, complete referrals; conduct site visits to FRCS to distribute program info, assist in coordinating trainings & community events.

Administrative
* Assist in development and distribution of kinship newsletter; assist in tracking referrals, opening/closing files, making copies of forms/flyers; filing, conduct case file reviews.

DESIRED EXPERIENCE/MINIMUM REQUIREMENTS:
* College Student, 21 years of age or older
* Computer skills
* Strong written & verbal communication
* Organization
* Ability to work well in group/ with others

Agency Mission: Olive Crest is dedicated to preventing child abuse, to treating and educating at-risk children to preserving the family "one life at a time."

Hours Interns Can Work: ☐ M-F Regular Business Hrs (9am-5pm)
☐ M-F Evenings (5pm-10pm)
☐ M-F Nights (10pm-9am)
☐ Weekend days (9am-5pm)
☐ Weekend evenings (5pm-10pm)
☐ Weekend nights (10pm-9am)
☐ Academic year only (Aug/Sept-May/June)
Other Hours: ☑ M, T, Th (2-4 evening hours per month)
### Internship Program: Quality Management

**Address:** 2130 E. 4th. St. #200  
Santa Ana, CA 92705  

**Phone:** 657.622.4162  
**Fax:** (714) 543-5463

**Supervisor:** Tim Gnaneswaran  
**E-Mail:** Tim-Gnaneswaran@olivecrest.org  
**Website:** http://www.olivecrest.org

**Paid Internships Available:** No  

---

#### Hours Interns Can Work:

- [x] M-F Regular Business Hrs (9am-5pm)
- [ ] M-F Evenings (5pm-10pm)
- [ ] M-F Nights (10pm-9am)
- [ ] Weekend days (9am-5pm)
- [ ] Weekend evenings (5pm-10pm)
- [ ] Weekend nights (10pm-9am)
- [ ] Academic year only (Aug/Sept-May/June)

**Other Hours:** Flexible. Would need some morning or Thursday availability.

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#### Description of Internship:

**DESCRIPTION OF INTERNSHIP**  
Work alongside the Quality Management Director to compile data regarding key program performance indicators (percentage of children who graduate from programs, safety scores, etc.), analyzing data for trends, and helping to design visually meaningful presentations. This position would also assist with the administration of the annual stakeholder survey.

**DESIRED # OF HOURS PER WEEK**

Negotiable: 15 or less.

**SPECIFIC DUTIES**

- Process and report the results of the Annual Stakeholder Survey
- Research trends in goals and performance within the industry
- Review and Edit Organization-Wide Policies and Procedures
- Enter, analyze, and report database housed metrics

**DESIRED EXPERIENCE/minimum REQUIREMENTS**

- College Student
- Excellent written and communication skills
- An interest in research and data in the social services/behavioral health fields

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**Agency Mission:** Olive Crest is dedicated to preventing child abuse, to treating and educating at-risk children to preserving the family “one life at a time.”
Internship Program: **Residential Group Homes**

**Address:** 2130 E. 4th. St. #200  
Santa Ana, CA 92705

**Phone:** 657.622.4162  
**Fax:** 714-543-5463  
**Supervisor:** Tim Gnaneswaran  
**E-Mail:** Tim-Gnaneswaran@olivecrest.org  
**Website:** http://www.olivecrest.org

**Paid Internships Available:** No  
**Background Clearance:** Yes

**Through this Internship:**  
- ☑ Children/Youth  
- ☑ Families/Couples  
- ☑ Tutoring Services  
- ☑ Person w/ Disabilities  
- ☐ Elderly Services  
- ☐ Substance Abuse  
- ☐ Recreation Programs  
- ☐ Other:

- ☑ Health Issues  
- ☑ Counseling Services  
- ☑ Administrative/Computers

**Description of Internship:**

**INTERNSHIP SUMMARY:**  
Work with residential managers/case workers to provide care and fulfill daily needs of clients living in the residential group homes.

**SPECIFIC DUTIES:**
* Shadow staff supervising/monitoring visitation
* Assist staff with meal/snack preparation/clean up and interactions with kids/teens over meals
* Assist children/teens with homework
* Administrative duties such as copies and bulletin boards
* Other duties as assigned

**DESIRED EXPERIENCE/MINIMUM REQUIREMENTS:**
* College Student, 21 years of age or older
* Good communication skills
* Ability to work well in groups and with others
* Good attitude/flexible

**Agency Mission:** Olive Crest is dedicated to preventing child abuse, to treating and educating at-risk children to preserving the family "one life at a time."
Olive Crest - Bellflower

**Internship Program:**

**Adoption Promotion Support Services**

**Address:**
17800 Woodruff Ave, Suite F
Bellflower, CA 90706

**Phone:**
(562)866-8956 x1632

**Fax:**
(562)866-4158

**Supervisor:**
Tyler Rodriguez

**E-Mail:**
tyler-rodriguez@olivecrest.org

**Website:**
www.olivecrest.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Families/Couples
- Elderly Services
- Health Issues
- Counseling Services
- Substance Abuse
- Tutoring Services
- Counseling Services
- Recreation Programs
- Person w/ Disabilities

**Description of Internship:**

BEST WAY TO CONTACT AGENCY IS TO EMAIL TYLER AT THE EMAIL ADDRESS PROVIDED.

May include but not limited to:

- Work in correlation with trainers and administrative assistants to recruit volunteers for evening and weekend trainings from list of active volunteers.

- Be present at each parent training in order to ensure that volunteers are following proper protocol, assist with direct care needs and create a safe and structured environment for the children. (Trainings occur 3-6 times a month and range from 2-4 hours in length. Children’s ages range from infant-15 years old.)

- Develop programs to keep the children engaged, entertained and educated. These could include crafts, games and other activities.

- Monitored visitation with foster children and biological parents - These are 1-3 hours of overseeing a visit at a social services location or at Olive Crest. They require documentation on a template with check boxes and a narrative. They can be a weekly commitment and generally occur in the afternoon or evening hours.

- Case management visits with case managers to follow up on APSS families – These are 1 hour visits with different case managers. They will not include more than 3-4 visits during internship.

- Paperwork, Paperwork, Paperwork! It is the reality of social work.

**Desire Experience/Minimum Requirements**
- Computer skills
- Strong written & verbal communication
- Organization
- Ability to work well in groups/with others

**Agency Mission:**

Olive Crest is dedicated to Preventing child abuse, to Treating and Educating at-risk children and to Preserving the family… "One Life at a Time."
# Olive Crest - Bellflower

### Internship Program:  
**Child Abuse Prevention, Intervention, and Treatment (CAPIT)**  

**Address:**  
17800 Woodruff Ave, Suite F  
Bellflower, CA 90706  

**Phone:**  
(562)866-8956 x1632  

**Fax:**  
(562)866-4158  

**Supervisor:** Tyler Rodriguez  
**E-Mail:** tyler-rodriguez@olivecrest.org  
**Website:** www.olivecrest.org  

**Paid Internships Available:** No  
**Background Clearance:** Yes  

### Hours Interns Can Work:  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)  

### Through this Internship, Students Gain Experience With:  
- **Children/Youth**  
- **Families/Couples**  
- **Tutoring Services**  
- **Administrative/Computers**  

### Description of Internship:  
Child Abuse Prevention, Intervention, and Treatment (CAPIT) provides counseling and parent education and support services to families referred by DCFS, partner agencies, and some from within our own program. Most of those we are serving through CAPIT are adults who have histories of trauma and abuse as well, and are at risk for perpetuating the cycle.

The CAPIT case manager Intern will work directly with the clinicians who serve clients in this program. The case manager’s primary responsibility will be to find resources in the community for clients (i.e. work, education, parenting classes, activities, etc.). The case manager intern will provide training to clients that may involve job skills (resume writing, interview tips, how to fill out an application, etc.), budgeting, time management, organization, and other skills that may promote stability and healthier family functioning. The case manager may be asked to help out around the office with tasks such as organizing, creating a resource binder, etc.

**BEST WAY TO CONTACT AGENCY IS TO EMAIL TYLER AT THE EMAIL ADDRESS PROVIDED.**

**SPECIFIC DUTIES:**
- Case management visits with clinicians  
- Office assignments- tasks vary  
- Special event duties- tasks vary  
- Other projects and tasks as assigned  
- Paperwork, Paperwork, Paperwork! It is the reality of social work  

**Desire Experience/Minimum Requirements:**
- College Student, 18 years of age or older  
- Computer skills  
- Strong written & verbal communication  
- Organization  
- Ability to work well in groups/with others  

### Agency Mission:  
Olive Crest is dedicated to Preventing child abuse, to Treating and Educating at-risk children and to Preserving the family..."One Life at a Time."
## Olive Crest - Bellflower

**Internship Program:** Foster/Adoption  
**Address:** 17800 Woodruff Ave, Suite F  
Bellflower, CA 90706  
**Phone:** (562)866-8956 x1632  
**Fax:** (562)866-4158  
**Supervisor:** Tyler Rodriguez  
**E-Mail:** tyler-rodriguez@olivecrest.org  
**Website:** www.olivecrest.org  
**Paid Internships Available:** No  
**Background Clearance:** Yes

**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)

**Through this Internship, Students Gain Experience With:**  
- Children/Youth  
- Families/Couples  
- Tutoring Services  
- Person w/ Disabilities  
- Elderly Services  
- Substance Abuse  
- Recreation Programs  
- Foster Youth  
- Health Issues  
- Counseling Services  
- Administrative/Computers

**Description of Internship:**  
BEST WAY TO CONTACT AGENCY IS TO EMAIL TYLER AT THE EMAIL ADDRESS PROVIDED.  
Specific Duties  
May include but not limited to:  

- Monitored visitation with foster children and biological parents - These are 1-3 hours of overseeing a visit at a social services location or at Olive Crest. They require documentation on a template with check boxes and a narrative. They can be a weekly commitment and generally occur in the afternoon or evening hours.

- Case management visits with case managers to view foster family dynamics – These are 1 hour visits with different case managers. They will not include more than 3-4 visits during internship.

- Evening childcare during trainings - Individual work with foster children who are in childcare for 2-3 hours. These include crafts, reading, behavior management, positive reinforcement. They generally occur 2-3 times per month.

- Special event duties – Tasks vary.

- Paperwork, Paperwork, Paperwork! It is the reality of social work.

**Desire Experience/Minimum Requirements**  
- College Student, 18 years of age or older  
- Computer skills  
- Strong written & verbal communication  
- Organization  
- Ability to work well in groups/with others

**Agency Mission:** Olive Crest is dedicated to Preventing child abuse, to Treating and Educating at-risk children and to Preserving the family… "One Life at a Time."
### Olive Crest - Bellflower

**Internship Program:** Fund Development/Community Involvement

**Address:** 17800 Woodruff Ave, Suite F  
Bellflower, CA 90706

**Phone:** (562)866-8956 x1632

**Fax:** (562)866-4158

**Supervisor:** Tyler Rodriguez

**E-Mail:** tyler-rodriguez@olivecrest.org

**Website:** www.olivecrest.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Through this Internship, Students Gain Experience With:**
- ✓ Children/Youth
- □ Families/Couples
- □ Tutoring Services
- □ Person w/ Disabilities
- □ Elderly Services
- □ Substance Abuse
- □ Recreation Programs
- □ Other:
- □ Health Issues
- □ Counseling Services
- ✓ Administrative/Computers

**Description of Internship:**

BEST WAY TO CONTACT AGENCY IS TO EMAIL TYLER AT THE EMAIL ADDRESS PROVIDED.

Specific Duties Include:
- Office Support
- Volunteer Interviews & Trainings
- Client Interviews
- Volunteer Placements
- Special Events – Planning and Implementing
- Donation Receiving and Distributing
- Raiser’s Edge Support
- Internet & Social Media Support

Desired Experience/Minimum Requirements
- College Student, 21 years of age or older
- Advanced communication skills
- Advanced computer skills
- Ability to work well in groups and with others
- Good attitude/flexible
- A desire to work with volunteers and serve the community

**Agency Mission:**

Olive Crest is dedicated to Preventing child abuse, to Treating and Educating at-risk children and to Preserving the family…“One Life at a Time.”
Olive Crest - Bellflower

Internship Program:  **Safe Families for Children**
Address:  17800 Woodruff Ave, Suite F
           Bellflower, CA  90706
Phone:  (562)866-8956 x1632
Fax:  (562)866-4158
Supervisor:  Tyler Rodriguez
E-Mail:  tyler-rodriguez@olivecrest.org
Website:  www.olivecrest.org
Paid Internships Available:  No
Background Clearance:  Yes

Hours Interns Can Work:
- [x] M-F Regular Business Hrs (9am-5pm)
- [ ] M-F Evenings (5pm-10pm)
- [ ] M-F Nights (10pm-9am)
- [ ] Weekend days (9am-5pm)
- [ ] Weekend evenings (5pm-10pm)
- [ ] Weekend nights (10pm-9am)
- [ ] Academic year only (Aug/Sept-May/June)

Through this Internship, Students Gain Experience With:
- [✓] Children/Youth
- [✓] Families/Couples
- [ ] Tutoring Services
- [ ] Person w/ Disabilities
- [ ] Elderly Services
- [ ] Substance Abuse
- [ ] Recreation Programs
- [ ] Other:
- [ ] Health Issues
- [ ] Counseling Services
- [✓] Administrative/Computers

Description of Internship:
BEST WAY TO CONTACT AGENCY IS TO EMAIL TYLER AT THE EMAIL ADDRESS PROVIDED.

May include but not limited to:

- Outreach to local community partners: clinics, shelters, treatment centers, resource centers, etc. with the goal of raising visibility of SFFC within local communities
- Assist with intake of children ages 0-15 which may include transportation, facilitation of paperwork by Bio Parent, Introduction to Host Family as well as moderation of intake meeting and information exchanged.
- Develop and maintain a database of new community organizations that may be potential collaborative partners with SFFC
- Minimal case management of current hostings, which may include: check-ins with host family and bio family, updating of information in SFFC database, updating paperwork, researching/calling local community partners, etc.
- Assist at presentations on SFFC at local community care providers as well as local churches.

Desire Experience/Minimum Requirements
- Computer skills
- Strong written & verbal communication
- Organization
- Ability to work well in groups/with others

Agency Mission:  Olive Crest is dedicated to Preventing child abuse, to Treating and Educating at-risk children and to Preserving the family... "One Life at a Time."
## Development Intern/Special Events

<table>
<thead>
<tr>
<th>Internship Program: Development Intern/Special Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong> 1901 E. 4th Street, Suite 100</td>
</tr>
<tr>
<td>Santa Ana, CA  92705</td>
</tr>
<tr>
<td><strong>Phone:</strong> (714) 953-5757, ext. 101</td>
</tr>
<tr>
<td><strong>Fax:</strong> 714-834-0585</td>
</tr>
<tr>
<td><strong>Supervisor:</strong> Stacy Brooks</td>
</tr>
<tr>
<td><strong>E-Mail:</strong> <a href="mailto:sbrooks@oneoc.org">sbrooks@oneoc.org</a></td>
</tr>
<tr>
<td><strong>Website:</strong> <a href="http://www.oneoc.org">www.oneoc.org</a></td>
</tr>
</tbody>
</table>

**Paid Internships Available:** No

**Background Clearance:** No

**Hours Interns Can Work:**
- ☑ M-F Regular Business Hrs (9am-5pm)
- ☑ M-F Evenings (5pm-10pm)
- ☑ M-F Nights (10pm-9am)
- ☑ Weekend days (9am-5pm)
- ☑ Weekend evenings (5pm-10pm)
- ☑ Weekend nights (10pm-9am)
- ☑ Academic year only (Aug/Sept-May/June)

**Through this Internship,** Students Gain Experience With:
- ☑ Elderly Services
- ☑ Families/Couples
- ☑ Substance Abuse
- ☑ Tutoring Services
- ☑ Recreation Programs
- ☑ Counseling Services
- ☑ Administrative/Computers
- ☑ Other: Fundraising, marketing, public relations, and special events growth

**Description of Internship:**

**INTERN WILL:**

- Support the Development Department in all special event facets of OneOC’s Spirit of Volunteerism Awards including sponsor and underwriter package development, meeting planning, auction, tribute program book, donor relationships. This event is the largest volunteer recognition at Disneyland Hotel in April and hosts over 1,000 people.

- Give general administrative support including Donor Database Management.

- Other fundraising opportunities available based on availability and interest.

- Flexible hours - from 7 to 20 hours per week.

**Agency Mission:** OneOC accelerates Nonprofit Success
Internship Program: **Nonprofit Intern: Training Coordinator**

<table>
<thead>
<tr>
<th>Address:</th>
<th>1901 E. 4th Street, Suite 100&lt;br&gt; Santa Ana, CA 92705</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>714-953-5757 ext. 101</td>
</tr>
<tr>
<td>Fax:</td>
<td>714-834-0585</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Stacy Brooks</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:sbrooks@oneoc.org">sbrooks@oneoc.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.oneoc.org">www.oneoc.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>No</td>
</tr>
</tbody>
</table>

**Hours Interns Can Work:**
- ☑ M-F Regular Business Hrs (9am-5pm)
- ☑ M-F Evenings (5pm-10pm)
- ☑ M-F Nights (10pm-9am)
- ☑ Weekend days (9am-5pm)
- ☑ Weekend evenings (5pm-10pm)
- ☑ Weekend nights (10pm-9am)
- ☑ Academic year only (Aug/Sept-May/June)

**Through this Internship, Students Gain Experience With:**
- ☑ Administrative/Computers
- ☑ Nonprofits
- ☑ Elderly Services
- ☑ Families/Couples
- ☑ Substance Abuse
- ☑ Tutoring Services
- ☑ Recreation Programs
- ☑ Counseling Services
- ☑ Health Issues
- ☑ Counseling Services
- ☑ Administrative/Computers

**Description of Internship:**
Intern responsible for logistics ensuring successful trainings and workshops. Workshops and networking events have included grantwriting, special events planning, meet the media, conversation with grantmakers, and board development.

Position averages 10 to 15 hours per week. Flexible hours to accommodate student worker schedule.

**MAJOR RESPONSIBILITIES**

- Sending out press releases
- Maintaining registration forms
- Logging participant information into database
- Ordering and preparing refreshments
- Managing materials handouts and OneOC flyers
- Help setting-up and breaking-down conference room
- Ensuring proper accolades and thank-you’s go out
- Compiling event evaluations
- Other office duties as assigned

Benefits of position: This is an excellent opportunity for someone thinking about a career in the nonprofit sector or for someone interested in special event planning and/or public relations and marketing.

Position allows intern to network with area nonprofit personnel and learn about local nonprofit career opportunities. Fees to workshops will be waived for intern.

**Agency Mission:** OneOC accelerates Nonprofit Success
**The Court Referral Program**

- **Address:** 1901 East 4th Street #180, Santa Ana, CA 92705
- **Phone:** (714)953-5757 ext. 101
- **Fax:** 714-953-1116
- **Supervisor:** Stacy Brooks
- **E-Mail:** sbrooks@oneoc.org
- **Website:** www.oneoc.org

Support the Court Referral Program staff at all offices and provide defendant information as well as the general community who come to or contact OneOC for program information.

**Skills/Learning Objectives:**

- The intern will learn how to implement active listening skills when providing customer service both in person and over the phone and gain skills in dealing with difficult customers and how to communicate professionally and tactfully while maintaining your composure. Additionally, the student will acquire knowledge about the Judicial system, penal codes, alternative sentencing, probation, court orders, and the Orange County government and non-profit sector.

**Activities/Assignments:**

- Through this Internship, students gain experience with:
  - Elderly Services
  - Substance Abuse
  - Counseling Services
  - Recreation Programs
  - Administrative/Computers
  - Health Issues
  - Tutoring Services
  - Families/Couples
  - Person w/ Disabilities
  - Community Service Commitments of Court Ordered Defendants

**Background Clearance:**

- No

**Internship Program:**

- **Hours Interns Can Work:**
  - M-F Regular Business Hrs (9am-5pm)
  - M-F Evenings (5pm-10pm)
  - M-F Nights (10pm-9am)
  - Weekend days (9am-5pm)
  - Weekend evenings (5pm-10pm)
  - Weekend nights (10pm-9am)
  - Academic year only (Aug/Sept-May/June)

- **Other Hours:** M-F 8:30 am - 5pm. Closed for lunch hour 12:30 -1:30 PM daily.

**Other:**

- No

**Agency Mission:**

- OneOC accelerates Nonprofit Success
**Volunteer Project Coordinator**

Hours Interns Can Work:  
- [x] M-F Regular Business Hrs (9am-5pm)
- [ ] M-F Evenings (5pm-10pm)
- [ ] M-F Nights (10pm-9am)
- [ ] Weekend days (9am-5pm)
- [ ] Weekend evenings (5pm-10pm)
- [ ] Weekend nights (10pm-9am)
- [ ] Academic year only (Aug/Sept-May/June)

Through this Internship, students gain experience with:  
- [ ] Children/Youth  
- [ ] Elderly Services  
- [ ] Families/Couples  
- [x] Substance Abuse  
- [x] Tutoring Services  
- [x] Recreation Programs  
- [ ] Health Issues  
- [ ] Counseling Services  
- [ ] Administrative/Computers  
- [ ] Person w/ Disabilities  
- [ ] Volunteers and Nonprofits in Orange County

Description of Internship:  
This intern will work in our Volunteer Services Department to build our volunteer project resources and assist in the planning and implementation of our Project Leader program. The intern will learn about the nonprofit community in Orange County and best practices in working with volunteers.

*Learn what it takes to plan a successful project for a day of service or a business volunteer day.  
*Research and create a project toolkit that will help others lead projects.  
*Conduct site visits at various nonprofits to learn what their volunteer needs and capacities are.  
*Lead a project at a nonprofit of your choice.

Agency Mission:  
OneOC accelerates Nonprofit Success
Orange Children & Parents Together, Inc. (OCPT) was established in 1967 as a Head Start program serving low-income children and families living in El Modena, an unincorporated area within the City of Orange in Orange County. Our mission is to provide high quality, family-friendly, community-based programs that enhance children’s growth, strengthen families, and build healthy communities. Our foundation, the Head Start program, allows us to provide comprehensive preschool and family support program for the most vulnerable children and families in our community.
SteppingUP’s College Awareness Program provides extremely low-income students, ages 12-18, with the knowledge and resources to pursue a college education. Whether it is educating our students on financial assistance, counseling them on how to navigate the college application system, or helping them develop their future career goal, the Academic Advisor is there every step of the way. Students participate in campus tours, educational/cultural field trips, CAP monthly meetings, summer programs and much more.

Academic Advisors (interns) are responsible for working directly with 8-10 students and advising them on topics such as, college selection, major/career selection, academic competitiveness, soft skills, and much more. Academic Advisor are responsible for meeting with their caseload on a one-on-one basis as well as group advising, during afterschool hours, at least once a week. Academic Advisors are responsible for planning, creating and teaching curriculum on higher education. Also, they are responsible for planning and participating in field trips and other workshops throughout the year.

We prefer a one year commitment for the Academic Advisor internship. A commitment of one semester will not guarantee the intern a caseload of students, instead they will assist an existing advisor with their caseload. Great oral and written communication skills are a must, as well as a reliable source of transportation and flexible work schedule. Academic Advisors are expected to attend a mandatory staff meeting every other week. Academic Advisors also need to have great research skills, and Internet/email access, as well as competency. Training in topics of Higher Education are provided.
Orange County Council, BSA

Internship Program: Orange County Council, BSA
Address: 1211 East Dyer Road
Santa Ana, CA 92705
Phone: (714)546-4990 x 132
Fax: (714)546-0415
Supervisor: Rachel Cueva
E-Mail: rachelc@ocbsa.org
Website: www.ocbsa.org
Paid Internships Available: No
Background Clearance: No

Through this Internship, Students Gain Experience With:

- Children/Youth
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:

DESCRIPTION:
Ability to approach organizations, make phone calls, conduct a meeting or lead a group, work well with youth, lead a group, be organized, enthusiastic, punctual, responsible and creative.
* Contact parents and principals
* Assess needs for the Leaders (parents)
* Prep Materials to help facilitate Troop Meetings
* Deliver Program accurately

Experience preferred, but not necessary.
Open to women and men interns

Schedule: (flexible hours)
Requirements:
1. BILINGUAL in English /Spanish
2. Have own transportation and vehicle insurance.
3. Minimum age, 21 years
4. Scouting knowledge (optional)

Qualifications:
• Microsoft office knowledge needed Word, Excel and Outlook.
• Maintain accurate lists.
• Keep detailed records.
• Prepare and attend meetings.
• Attend weekly staff meeting.

APPLICATION AND MEMBERSHIP REQUIRED
and YOUTH PROTECTION TRAINING

Agency Mission:
It is the Mission of the Orange County Council, BSA to serve an ever increasing number of youth by marshaling the community resources to develop tomorrow's leaders today through adventure and fun activities that instill values and teach life skills.
Internship Program: **Homeless-Outreach Court**

Address: 14 Civic Center Plaza  
Santa Ana, CA 92701

Phone: 714-834-2144  
Fax: 714-834-2729

Supervisor: Maria Vann  
E-Mail: Maria.Vann@pubdef.ocgov.com  
Website: www.pubdef.ocgov.com

Paid Internships Available: No  
Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Through this Internship, ☑ Children/Youth  ☑ Families/Couples  ☑ Tutoring Services  ☑ Person w/ Disabilities  
Student Gain Experience With:  
☑ Elderly Services  ☑ Substance Abuse  ☑ Recreation Programs  Other: homelessness, mental health  
☑ Health Issues  ☑ Counseling Services  ☑ Administrative/Computers

Description of Internship:  

*NOTE: English/Spanish; Vietnamese/English- other Bi-lingual preferred but not required.*

We are offering an internship for a Human Services student (bilingual preferred but not required). This position will require the intern to work closely with clients in the Criminal Justice System who are participating in the Homeless Outreach Court program.

An intern for this position may be asked to do any of the following:
- Call clients on a daily basis for updates
- Case manage clients (i.e. under supervision, direct clients to appropriate referrals/resources)
- Light filing
- Write reminder notices to clients or write letters to various courts.
- Contact various shelter programs, county programs, counseling centers, etc., on behalf of client.
- Interview clients for purposes of acceptance into program.

Interns who are available Mondays and Tuesdays are strongly desired.

Interns MUST apply at www.pubdef.ocgov.com and designate Homeless Court internship on their applications.

Agency Mission:  
To provide effective, compassionate and high quality representation to the indigent client, and do so in a cost effective manner
**Post-Community Release Supervision and Parole**

**Address:**
14 Civic Center Drive  
Santa Ana, CA 92701

**Phone:**  (714)834-5479  
Fax:  714-834-3630

**Supervisor:** Jennifer Surges

**E-Mail:** Jennifer.surges@pubdef.ocgov.com

**Website:** www.pubdef.ocgov.com

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**Description of Internship:**
This position will require the intern to work closely with clients in the Criminal Justice System who have just been released from Prison on Post-Community Release Supervision and parole. Interns will be interviewing clients in sober living and inpatient drug program environments, identifying resources needed and providing appropriate resources. Interns may also visit clients at Day Reporting Centers and take client phone calls.

Interns may also work with clients in our Homeless court program with clients who are trying to resolve infractions and low-level misdemeanor cases. Interns will learn what resources are available to clients of the Public Defender’s Office.

Interns who are available Wednesdays during the day are strongly desired.

Interns MUST apply at www.pubdef.ocgov.com and designate PCS internship on their applications.

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**Agency Mission:**
To provide effective, compassionate and high quality representation to the indigent client, and do so in a cost effective manner
Internship Program: **Village of Hope**

Address: 1 Hope Dr.
Tustin, CA 92782

Phone: (714) 247-4398
Fax: (714) 566-6475

Supervisor: Jewel Loff
E-Mail: jewel.loff@rescuemission.org
Website: www.rescuemission.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, ☑ Children/Youth ☑ Families/Couples ☑ Tutoring Services ☑ Person w/ Disabilities
☐ Elderly Services ☑ Substance Abuse ❏ Recreation Programs Other: Homeless Services
☐ Health Issues ☐ Counseling Services ☑ Administrative/Computers

Description of Internship:
- Identify and use various theoretical frameworks/evidence based practices that inform the Admissions process that lead to effective measurable outcomes.
- Increase knowledge and understanding of homeless based issues.
- Cultivate and improve skills in the assessment, diagnosis/problem identification, management and maintenance of the intervention process with individuals and families.
- Distinguish between personal and professional roles maintaining appropriate boundaries with students.
- Describe stages of the professional helping process and basic skills associated with the 12 core functions.
- Assist Rescue Mission candidates in completing the admissions process.
- Refer candidates to external community based resources as needed, and have a familiarity with social services. Possess a working knowledge of mental health issues and drug & alcohol addiction.
- Coordinate admissions process with the leadership of Rescue Mission facilities.
- Participate in the monthly Quality Assurance Committee meeting and professional development training.
- Conduct fingerprint Live Scans, and continually screen for presenting legal issues/criminal backgrounds.
- Track and submit weekly Occupancy reports.

Agency Mission: To minister the love of Jesus Christ to the Least, the Last, and the Lost of our Community through the provision of assistance in the areas of guidance, counseling, education, job training, shelter, food, clothing, health care, and independent living communities.
Orange County Youth Center

Internship Program: **Youth Employment & Academic Support**

Address: 1811 W. La Habra Blvd.  
La Habra, CA 90631

Phone: 562-383-4227  
Fax: 562-383-4488

Supervisor: Al Rodriguez
E-Mail: alr@ocyouthcenter.org
Website:

Paid Internships Available: No
Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours:

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other:
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:
The Intern is an integral member of the employment and training team. The intern works as a liaison between the recruiter/eligibility specialist and the employment specialist and shares in the collective identification of candidates who would best benefit from the program. The intern works with participants in identifying educational and career choices, documents and interprets academic assessments, monitors academic progress and work ethics development, and researches and develops training curriculum for group and individualized training. The intern coaches on ‘work readiness’ benchmarks and job search techniques and works closely with the employment specialist to ensure participants are prepared for work experience placements with employers and within industries with employment potential. Bilingual English/Spanish preferred, but not required.

Agency Mission:
The Orange County Youth Center (OCYC) offers young people the opportunity to develop career interests, receive academic support, and gain valuable work experience in order to achieve their career/educational goals. Our services are available to eligible youth, ages 17-24 in North Orange County.
Orange Elderly Services, dba Orange Senior Center

Internship Program: Meals on Wheels

| Address: | 170 S. Olive Street  
Orange, CA 92866 |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>(714)639-4820</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714)771-7743</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Jennifer Kilcullen</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:jennifer@orangeseniorcenter.org">jennifer@orangeseniorcenter.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.orangeseniorcenter.org">http://www.orangeseniorcenter.org</a></td>
</tr>
</tbody>
</table>

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Tutoring Services
- Counseling Services
- Administrative/Computers
- Person with Disabilities

Description of Internship:
The intern will perform the following duties:
* Help homebound seniors receiving home delivered meals in their homes.
* Assess seniors for eligibility to receive homebound meals.
* Re-assess meal recipients on a quarterly basis, either by phone or home visit.
* Do at least one homebound meal delivery route.
* Communicate with volunteer drivers, center staff and congregate participants.
* Schedule home visits with seniors to assess their needs with loneliness or depression issues.
* Answer phones and assist with administrative duties.
* Data entry and other PC duties.

"NOTE" - Preferred method of contact: email with message that the student has viewed and understands the working hours and general job description. Resume if available, but not necessary. Send email to jennifer@orangeseniorcenter.org.

Agency Mission: Orange Senior Center is "Dedicated to promoting healthy and active lifestyles for adults 50 and better through quality programs and services."
Orange Elderly Services, dba Orange Senior Center

Internship Program: **Senior Center Internship**
Address: 170 S. Olive Street
Orange, CA 92866
Phone: (714)538-9633 xt 103
Fax: (714)453-2117
Supervisor: Gretchen Snyder
E-Mail: gretchens@orangeseniorcenter.org
Website: http://www.orangeseniorcenter.org

Paid Internships Available: No
Background Clearance: No

Through this Internship, □ Children/Youth  □ Families/Couples  □ Tutoring Services  □ Person w/ Disabilities
□ Elderly Services  □ Substance Abuse  □ Recreational Programs  □ Other: Fundraising;
□ Health Issues  □ Counseling Services  □ Administrative/Computers  Newsletters

Description of Internship:
The intern will do a variety of tasks, such as:
1. Help serve lunch to the participants
2. Help clean up dining room after lunch
3. Help at Information and Referral/Reception Desk
4. Give reassurance phone calls
5. Assist with Health Screenings and Health Fairs -- sign-in, direction to screening, assist facilitators
6. Help set up rooms for programs and classes
7. Help distribute food on Food Commodities Days at the Center
8. Assist with rummage sale(s); set up and clean up
9. Sign-up participants and collect money for the daily lunch program
10. Assist with quarterly Center Newsletter
11. Set up refreshments for programs
12. Outreach to the community fundraiser
13. Attend the Center Board of Directors, Staff, and Participant Council Meetings
14. Update the "Center Guide to Nursing Homes and Housing Alternatives" booklet
15. Friendly visiting with the seniors while at the Center
16. Sit-in on monthly Support Group meetings
17. Take charge of distributing donated items to the seniors
18. Be a host/hostess to new participants and their families

*NOTE* - Preferred method of contact: email with message that the student has viewed and understands the working hours and general job description. Resume if available, but not necessary. Send email to gretchens@orangeseniorcenter.org.

Orange Senior Center is "Dedicated to promoting healthy and active lifestyles for adults 50 and better through quality programs and services."

Agency Mission: Orange Senior Center is "Dedicated to promoting healthy and active lifestyles for adults 50 and better through quality programs and services."
Orangewood Resource Center (ORC) is available for current and former youth in Orange County. The ORC is located at Orangewood Children's Foundation and offers services needed to become independent, including assistance with education, employment, housing, etc. The ORC Intern will gain experience working with foster youth clientele to help them with independent living skills.

**POSITION RESPONSIBILITIES:**

* Assist clients with distributions of food, hygiene items, schools supplies, clothing, etc.
* Provide ORC orientations for new clients.
* Conduct needs assessments with clients.
* Meet with clients one-on-one to help them with basic living skills.
* Maintain ongoing communication and work effectively with ORC staff.

**SKILL REQUIREMENTS:**

* Effectively communicate with adolescent and young adult clients.
* Ability to learn about and understand client needs and community resources.
* Strong organization skills.
* Ability to work in a team oriented office environment.
* Proficient in Microsoft Office, Email, and Internet

**Agency Mission:**

The mission of the Foundation is to provide such a broad understanding and concern for the problems of child abuse and neglect that Orange County will have the lowest per capita rate of child abuse and neglect of any county in the United States. Those children who are identified as being abused and abandoned will be cared for in a manner that will allow them to become well functioning members of our society. The four areas of emphasis are prevention, care, emancipation and public awareness.
Program Description:
Outreach Concern, Inc. provides 200 field placement internships available each year in a primary and secondary school environment, providing counseling and support services for the student population of various public and private schools. The internship opportunity provides the student with two full days on a school campus working with either children or adolescence who are experiencing a variety of academic, social, emotional or family issues which impact their ongoing success. Our program provides interns to work with a variety of human issues working with a diverse population.

Prior to being placed in any of our sites, interns are provided with three days of training in a group setting in September. This is followed up with a second time of training in October and then ongoing weekly supervision and management by an assigned Regional Field Supervisor, who works directly with the intern in their placement, together with a weekly clinical supervisor.

**TWO SEMESTER INTERNSHIP REQUIRED**

Agency Mission:
To provide a comprehensive program of counseling and support services in an educational environment that links the students and families, positively impacting emotional and academic success.