**Pathways Community Services**

### Internship Program: **PCS - Children's Mental Health Program**

<table>
<thead>
<tr>
<th>Address:</th>
<th>1633 E. 4th St. #120</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Santa Ana, CA 92701</td>
</tr>
<tr>
<td>Phone:</td>
<td>714-565-2830 x 108</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714)565-2833</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Adrienne Davalos</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:adrienne.davalos@pathways.com">adrienne.davalos@pathways.com</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.pathways.com">www.pathways.com</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)

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

#### Description of Internship:

**CLINICAL CHART REVIEW:**
Review clinical charts and therapist case notes for accuracy and to ensure they are complying with MediCal standards. Through reviewing the clinical charts you will gain knowledge about different diagnoses and the interventions that the therapists use during treatments.

**BEST PRACTICE OUTCOMES STUDY:**
Enter data from the Child Behavior Checklist that is filled out by the parent every six months for our Best Practice Outcome Study. Printing out the report from the data entered and reviewing the report before it is sent to the therapist.

The Psychologist overseeing the study holds a meeting every other week with the interns. Meeting subjects are based on the interest of the interns, including discussing different master's and doctorate programs in Psychology.

**Agency Mission:**
Pathway's mission is to ensure the provision of accessible, effective, high quality community-based counseling and social services as an alternative to traditional institutional care. Providence is dedicated to ensuring that all clients have access to professional community-based care, proven treatment methods and comprehensive service planning.

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Revised: 7/25/2016  15-16
Pathways of Hope

**Community Engagement Internship**

Address: 611 S. Ford Ave.
Fullerton, CA 92834

Phone: (714)680-3691 x2205
Fax: (714)738-5059

Supervisor: Rebecca Holt
E-Mail: rebecca.holt@pathwaysofhope.us
Website: www.pathwaysofhope.us

Paid Internships Available: No

Background Clearance: Yes

**NOTE: Multiple Locations in Fullerton**

In our community engagement internship, the student will participate as a member of our community engagement team in participating in collaborative efforts to improve the service provider landscape in Orange County. This position has less face-to-face interaction with clients than our other opportunities but is more involved with a diverse range of service providers, target populations, and community groups.

A student will receive training in communication, systems analysis, collaborative partnerships, and non-profit management.

Agency Mission: We aim, through a faith-based community effort of prevention and support services, to build self-sufficiency and end hunger and homelessness for families and individuals in need.
## Pathways of Hope

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Interim Housing Case Management</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>611 S. Ford Ave.</td>
</tr>
<tr>
<td></td>
<td>Fullerton, CA 92834</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714)680-3691 220</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714)738-5059</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Rebecca Holt</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:rebecca.holt@pathwaysofhope.us">rebecca.holt@pathwaysofhope.us</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.pathwaysofhope.us">www.pathwaysofhope.us</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Description of Internship:

**NOTE: Multiple Locations in Fullerton**

In our case management internship, the student will participate as a member of our case management team in reviewing applicants, conducting interviews, arranging intake, determining a case plan, and communicating with clients as they progress through the programs.

A student will receive training in case management, goal-setting, career-development, and communication, as well as an introduction to the service provider landscape in Orange County and issues associated with non-profit management.

In addition to our interim housing case management, interns may also be placed at one of three locations in Fullerton on Monday, Tuesday, and Friday evenings from 3:00-7:00pm to have more client interaction opportunities.

To apply, send resume and cover letter to rebecca.holt@pathwaysofhope.us

### Agency Mission:

We aim, through a faith-based community effort of prevention and support services, to build self-sufficiency and end hunger and homelessness for families and individuals in need.
## Placentia Library Literacy Services

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Adult Literacy</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td>411 E. Chapman Ave.</td>
</tr>
<tr>
<td></td>
<td>Placentia, CA 92670</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714)528-1906 X224</td>
</tr>
<tr>
<td>Fax:</td>
<td>714-528-8236</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Wendy Townsend</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:wtownsend@placentialibrary.org">wtownsend@placentialibrary.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.placentialibrary.org">http://www.placentialibrary.org</a></td>
</tr>
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<td>No</td>
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<td>Yes</td>
</tr>
</tbody>
</table>

### Description of Internship:

The Placentia Library provides English Literacy tutoring and Computer Literacy tutoring for adults.

The English Literacy program provides weekly tutoring for adult learners that speak English as a second language.

Interns will work under the supervision of the Adult Literacy Coordinator and will be paired one-to-one with an adult learner and may also assist with Conversation Club and other literacy related duties.

The Computer Literacy program provides tutoring for adults who would like assistance with basic computer needs. The goal of this program is to pair adult learners with tutors who can meet weekly to become more familiar with computers and the internet to improve computer skills overall.

No prior tutoring experience is required. Flexibility, dependability, and positive attitude are essential for this internship. Training will be provided by the Literacy Coordinator prior to any tutoring by the intern.

### Other Hours:
- Weekend Days 1-5pm

### Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
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- 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:
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Adult Tutoring
- Children/Youth
- Families/Couples
- Counseling Services
- Administrative/Computers
- Health Issues

### Agency Mission:
To provide library services and materials that are responsive to the informational, recreational, educational and cultural needs of all members of the community.

### Revised: 7/25/2016 15-16
## Placentia Library Literacy Services

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<tr>
<th>Internship Program:</th>
<th><strong>Homework Clubs</strong></th>
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<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>411 E. Chapman Ave., Placentia, CA 92670</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(714) 524-8408 x224</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>714-528-8236</td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Wendy Townsend</td>
</tr>
<tr>
<td><strong>E-Mail:</strong></td>
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<tr>
<td>Academic year only (Aug/Sept-May/June)</td>
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<tbody>
<tr>
<td>M-TH 4-6 PM</td>
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<table>
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<tr>
<td>☐ Families/Couples</td>
</tr>
<tr>
<td>☑ Tutoring Services</td>
</tr>
<tr>
<td>☑ Person w/ Disabilities</td>
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<td>☐ Substance Abuse</td>
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</tr>
<tr>
<td>☐ Counseling Services</td>
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<tr>
<td>☐ Administrative/Computers</td>
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</tbody>
</table>

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<th>Description of Internship:</th>
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<tbody>
<tr>
<td>INTERN JOB DESCRIPTION: Program starts the 2nd week of school in September.</td>
</tr>
<tr>
<td>A homework club for school-aged students. On-site, Mon. - Thurs., from 4-6 PM when school is in session.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Mission:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide library services and materials that are responsive to the informational, recreational, educational and cultural needs of all members of the community.</td>
</tr>
</tbody>
</table>
AVID Tutors will work with small groups of junior high and high school students during AVID elective classes under the supervision of an AVID teacher. Tutors must attend training classes and will utilize the AVID learning strategies while tutoring on Tuesdays and Thursdays during the school year, approximately 6-12 hours per week. It is important that they have their own transportation.

- The AVID tutor takes an active part in developing the academic and personal strength of AVID students.
- The AVID tutor becomes thoroughly grounded in AVID strategies (WICOR: writing, inquiry, collaboration, organization and reading).
- The AVID tutor becomes a master of each stage of the AVID tutorial and the inquiry learning process, as described below:
  - Students take Cornell notes in their academic classes.
  - Students complete the pre-work on Tutorial Request Form (TRF) from their academic class, Cornell notes, homework, classwork, quizzes and/or tests.
  - As students enter the room, the teacher/tutor checks the TRFs and Cornell notes from the content class to support the point of confusion question.
  - Students are divided into tutorial groups to meet the 7:1 ratio.
  - One student begins the tutorial by presenting an authentic question and 30-Second Speech to the group. The tutor and group members ask questions to guide the student presenter through the critical thinking and inquiry process.
  - Group members/tutor check the student presenter’s understanding of the answer to his/her question by asking clarifying questions. Group members also take three-column notes on the student presenters’ questions.
  - Students complete a written reflection based on their learning (content and/or process) from the point of confusion.
  - Students turn in their tutor pre-graded TRFs to teacher for grading and feedback.
  - Teacher/tutors/students debrief the tutorial process. Students verify their learning in their academic classes.

- The AVID tutor assists AVID students in developing personal pride in the AVID College Readiness System.

- The AVID tutor:
  - Assists students in the successful completion of college eligibility requirements and in becoming college ready.
  - Provides academic support for students in rigorous courses.
  - Encourages students to enroll in a four-year college or university after high school graduation.
  - Serves as a role model/mentor to AVID students.

- AVID tutors are expected to be active learners, not experts. Because you have been selected as a tutor for this special class, it is expected and understood that you will:
- Be positive and professional.
- Arrive on time and prepared for class.
- Act as a role model and wear appropriate attire at all times.
- Assist students in maintaining their AVID binders (with calendar, assignment sheets, TRFs and daily Cornell notes from academic classes).
- Actively participate in collaborative groups and tutorials.
- Participate in AVID field trips and motivational activities (when possible).
- Inform teacher in advance of absences/tardies on a tutorial day.
- Become familiar with the specific routines and expectations of each AVID teacher's classroom.
- Facilitate the tutorial learning process and implement AVID methodologies.
- Adhere to district/site policies and procedures.
- Complete Tutor training

*NOTE: There are nine schools in the district where students can intern. All of them are located in Anaheim, Placentia, or Yorba Linda.

Bernardo Yorba Middle School
5350 Fairmont Boulevard
Yorba Linda, CA 92886
Phone #: 714-986-7400 Fax #: 714-970-1647

Valencia High School
Address: 500 N Bradford Avenue
City: Placentia Zip: 92870
Phone #: 714-996-4970 Fax#: 714-996-3159

El Dorado High School
Address: 1651 N Valencia Avenue
City: Placentia Zip: 92870
Phone #: 714-986-7580 Fax#: 714-524-2458

Esperanza High School
1830 N. Kellogg Drive
Anaheim, CA 92807
Phone #: 714-986-7540 Fax#: 714-693-7527

Kraemer Middle School
Address: 645 N. Angelina Drive
City: Placentia Zip: 92870
Phone #: 714-996-1551 Fax#: 714-996-8407

Travis Ranch Middle School
5200 Via de la Escuela
Yorba Linda, CA 92887
Phone #: 714-986-7400 Fax#:714-777-8312

Tuffree Middle School
2151 N. Kraemer Boulevard
Placentia, CA 92870
Phone #: 714-986-7480 Fax#: 714-993-6359

Valadez Middle School
Address: 161 E. La Jolla St
City: Placentia Zip: 92870
Phone #: 714-986-7440 Fax#: 714-238-9159

Yorba Linda Middle School
Address: 4777 Casa Loma Ave
City: Yorba Linda Zip: 92886
Phone #: 714-986-7080 Fax#: 714-996-2752

Tutors have to be cleared via fingerprinting with the California Department of Justice and FBI. The cost is $66. AVID Tutors must commit to two semesters. The AVID Elective is a yearlong course and the tutors NEED to provide the services for the entire school year.
Agency Mission: We hold high expectations for all students through rigorous and relevant educational experiences that challenge them to become responsible, ethical, and engaged citizens.
**Project Access**

**Family Resource Center Intern**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Family Resource Center Intern</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>3900 Birch Street, Ste. 113</td>
</tr>
<tr>
<td></td>
<td>Newport Beach, CA 90745</td>
</tr>
<tr>
<td>Phone:</td>
<td>949-253-6200</td>
</tr>
<tr>
<td>Fax:</td>
<td>949-253-1555</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Garrett Wren</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:volunteers@project-access.org">volunteers@project-access.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.project-access.org">www.project-access.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:**
- Occasional Weekends

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

**Description of Internship:**

**THERE ARE SEVERAL RESOURCE CENTERS IN OC (La Habra, Anaheim, Garden Grove, Irvine, Fullerton, Cypress, Westminster, and Santa Ana) and surrounding areas (Rowland Heights, Fontana, Riverside and Los Angeles).**

**RESPONSIBILITIES:**

- Assist with planning programs (enrichment, after-school, teen programs, community building events, etc.)
- Build trust and a relationship with the residents and youth
- Assist the Service Coordinator with linking residents with existing programs and services in the community, and facilitate their access to those programs and services
- Provide information and referral services to residents
- Assist with the instruction of onsite classes, programs, after-school tutoring, and other services
- Assist with the distribution of the monthly newsletter and fliers for residents to promote activities and programs onsite
- Assist the Service Coordinator with retrieving and maintaining resident data that reflects resident service needs, demand for services, program and service post surveys, and referrals made through the Family Resource Center
- Maintain attendance records for programs, services, and events
- Attend and participate in staff meetings and/or trainings

**Background and Skills Required for this position**

- Bilingual in Spanish, Vietnamese, Chinese, or Korean, preferred which is the prevailing non-English language of the housing development's community
- Excellent communication and organizational skills
- Proficiency in Microsoft Office and Email

**BACKGROUND CLEARANCE** - Livescan (to be reimbursed by agency).

**Agency Mission:**

Project Access seeks to be the leading provider of critical health, education, and employment services for families, children, and seniors living in affordable housing in order to help them create a brighter future. Through on-site Family and Senior Resource Centers, Project Access currently serves the residents of 48 low-income housing complexes located throughout California - offering a wide range of social services and educational programs.

Revised: 7/25/2016  15-16
Project Hope Alliance

**Internship Program:** Education Program Assistant

**Address:** 1954 Placentia Ave. Ste. 202
Costa Mesa, CA 92627

**Phone:** (949)791-2710

**Fax:** (949)722-7836

**Supervisor:** Annie Weir

**E-Mail:** connie@projecthopealliance.org

**Website:** www.projecthopealliance.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 and W - 9am - 6 pm

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities

**Description of Internship:**

**JOB DESCRIPTION:**
The Education Program Assistantship is an unpaid internship providing unique experience in educational program development and implementation within a social service setting. This individual, reporting directly to the Child Advocate, will work alongside the case management staff to facilitate and implement educational programs, opportunities, and evaluation tools critical to program success. This individual will also take leadership roles in planning and attending extracurricular opportunities for students, evaluating student successes and needs and managing Project Hope Alliance’s tutoring program. Recruiting and managing volunteer tutors will be critical to this position and allow for program expansion.

**PRIMARY DUTIES:**
...Planning and executing extracurricular educational opportunities for the children in Project Hope Alliance’s education program.
...Working alongside the Child Advocate in order to evaluate and meet the educational needs of clients.
...Recruiting and managing volunteer tutors to meet ongoing demand for tutoring support.
...Participating in tutor training sessions to provide relational support to each volunteer.
...Providing regular reports on activity and success.
...Communicate with clients and teachers in order to secure and track information relevant to student success.

**HOW TO APPLY:**
Please provide the following:
- Cover letter including answers to the following:
  - Why do you want to be a part of Project Hope Alliance?
  - What past experiences and personal attributes make you qualified for this position?
- Resumé
- Names and contact information for three references

Send all application materials to gaby@projecthopealliance.org.

**ORIENTATION REQUIREMENTS:**
Student interns are required to be Live-Scanned, paid for by the intern, and completes an orientation prior to starting their internship.

**Agency Mission:**

Project Hope Alliance exists to help homeless and unstably housed children and their families reach self-sufficiency through education, support services and community advocacy. The programs funded by the Project Hope Alliance eliminate the barriers homeless students experience that prevent them from attending and succeeding in school, and increase family stability by moving homeless families into permanent housing.
**Family Stability Program**

**JOB DESCRIPTION:**

The Family Stability Program Assistantship is an unpaid internship providing unique exposure to individual case management and programming within a social service setting. This individual, reporting directly to the Child Advocate, will work alongside the case management staff to manage client intakes and assessments. This individual will also support clients by understanding the needs of and providing basic needs assistance to families and their children.

**RESPONSIBILITIES / SPECIFIC JOB DUTIES:**

- Responding to client inquiries and conducting phone intakes with prospective clients.
- Working alongside the Child Advocate in order to evaluate and meet the needs of clients.
- Crafting a portfolio of resources for clients to meet their needs and communicating these resources to the families.
- Facilitating episodic support opportunities such as backpack donations and holiday gifts.
- Providing regular reports on activity and success.
- Communicate with clients and partner agencies in order to secure and track information relevant to client success.

**HOW TO APPLY:**

Please provide the following:

- Cover letter including answers to the following:
  - Why do you want to be a part of Project Hope Alliance?
  - What past experiences and personal attributes make you qualified for this position?
- Résumé
- Names and contact information for three references

Send all application materials to: gaby@projecthopealliance.org.

**ORIENTATION REQUIREMENTS:**

Student interns are required to be Live-Scanned, paid for by the intern, and completes an orientation prior to starting their internship.

**Agency Mission:**

Project Hope Alliance exists to help homeless and unstably housed children and their families reach self-sufficiency through education, support services and community advocacy. The programs funded by the Project Hope Alliance eliminate the barriers homeless students experience that prevent them from attending and succeeding in school, and increase family stability by moving homeless families into permanent housing.
# Project Independence

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Community Day Program Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>3505 Cadillac Suite P-101, Costa Mesa, Ca 92626</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714)549-3464 ext 227</td>
</tr>
<tr>
<td>Fax:</td>
<td>714)549-3559</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Kristen Cook</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:kcook@proindependence.org">kcook@proindependence.org</a></td>
</tr>
<tr>
<td>Website:</td>
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<td>Weekend nights (10pm-9am)</td>
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<tr>
<td></td>
<td>Academic year only (Aug/Sept-May/June)</td>
</tr>
<tr>
<td>Other Hours:</td>
<td>M-F 7:30 am - 3:30 pm</td>
</tr>
</tbody>
</table>

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

### Description of Internship:
Interns will assist with our adult community day program. Our clients go to various sites in the community and volunteer. They gain work experience and life skills.

### Agency Mission:
To promote civil rights for people with developmental disabilities through services which expand freedom and choice.
**Internship Program:** Independent Living Services

**Address:** 3505 Cadillac Suite P-101  
Costa Mesa, Ca 92626

**Phone:** (714)549-3464 x227  
Fax: (714)549-3559

**Supervisor:** Kristen Cook  
E-Mail: kcook@proindependence.org  
Website: www.proindependence.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:**  
- Elderly Services  
- Substance Abuse  
- Health Issues  
- Counseling Services  
- Tutoring Services  
- Recreation Programs  
- Person w/ Disabilities  

**Description of Internship:** Direct Support / Client Training -  

Assignment: Work directly with clients in their homes or in apartments using existing training materials. This internship can focus on support groups (eg - men's group, single's group, women's support group, etc.) or may focus on direct support within our Independent Living program; supports such as grocery shopping, roommate relations, housekeeping, or meal preparation may be provided.

In addition, interns are encouraged to assess the needs of our clients and develop their own programs with help and supervision from our staff.

Commitment: 4 to 16 hours/week per semester (can increase hours for summer interns)

# of Positions: Up to 5

Existing internship models offer students an opportunity to choose from several types of experiences to best suit their practicum needs. These opportunities include: direct service and social/recreation support.

All of our intern opportunities provide students with hands-on experience by placing them in direct contact with the individuals we serve.

**Agency Mission:** To promote civil rights for people with developmental disabilities through services which expand freedom and choice.
Internship Program: **Supported Employment**

**Address:** 3505 Cadillac Suite P-101
Costa Mesa, Ca 92626

**Phone:** (714) 549-3464 x227
**Fax:** (714) 549-3559

**Supervisor:** Kristen Cook
**E-Mail:** kcook@proindependence.org
**Website:** www.proindependence.org

**Paid Internships Available:** 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/Jun)

**Description of Internship:**

Employment Program -

**Assignment:** Conduct weekly job support for adults with disabilities at their job site.

**Commitment:** 5 to 10 hours / week per semester.

**Number of Positions:** 2

Existing internship models offer students an opportunity to choose from several types of experiences to best suit their practicum needs. These opportunities include: direct service and job skills support.

All of our intern opportunities provide students with hands-on experience by placing them in direct contact with the individuals we serve.

**Agency Mission:** To promote civil rights for people with developmental disabilities through services which expand freedom and choice.
Providence Community Services - Hawaiian Gardens

Internship Program: **Outpatient Programs Case Manager**

<table>
<thead>
<tr>
<th>Address:</th>
<th>21520 Pioneer Blvd. #110</th>
<th>Hawaiian Gardens, CA 90716</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>(562)865-3644</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)865-5244</td>
<td></td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Denise Oja</td>
<td></td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:doja@provcorp.com">doja@provcorp.com</a></td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.provcorp.com">www.provcorp.com</a></td>
<td></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
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</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: One group a week (5:00 - 7:00 PM)

Through this Internship, students gain experience with:
- Children/Youth
- Families/Couples
- Substance Abuse
- Counseling Services
- Administrative/Computers
- Person w/ Disabilities

Description of Internship:
The intern will work with a multidisciplinary mental health team in assessing, identifying, and linking children, adolescents, and their families to resources in the community to help meet their needs. Intern will provide these services from our Hawaiian Gardens clinic and in the field.

Services will include talking to teachers, social workers, and probation officers in order to gather information on the client and/or to provide progress reports. Intern will document all collaterals in each client's electronic health record. Intern will also provide structured group activities to youth one night a week as part of our Incredible Years evidence-based program.

NOTE: Two semesters is preferable and will be given priority given the amount of training provided, although one semester interns will also be considered.

BACKGROUND CLEARANCE: Interns must complete an intern application packet. A background check is conducted by HR before you can start. This clearance takes about 1-2 weeks.

PROGRAM MISSION STATEMENT:
"Human Services Without Walls" simply means that we provide our services in the client's own environment. We don't own a hospital, institution, or correctional facility and prefer to serve our clients in their own home, school, neighborhood or work place. We typically supervise clients involved in government programs such as welfare, probation or parole, Medicaid, or Medicare.

Agency Mission:
Providence's mission is to ensure the provision of accessible, effective, high quality community-based counseling and social services as an alternative to traditional institutional care. Providence is dedicated to ensuring that all clients have access to professional community-based care, proven treatment methods and comprehensive service planning.
**Raise Foundation**

**Human Services Internship @ S. County Family Resource Center**

**Address:**
23832 Rockfield Blvd., Ste. 270
Lake Forest, CA 92630

**Phone:**
Phone: (949) 757-3635 ext. 12

**Fax:**
Fax: (949) 757-4206

**Supervisor:**
Ana Fernandez

**E-Mail:**
a@theraisefoundation.org

**Website:**
www.theraisefoundation.org

**Paid Internships Available:**
No

**Background Clearance:**
Yes

**Description of Internship:**

The South Orange County Family Resource Center is a family-friendly, community-based site that provides access to comprehensive prevention and treatment oriented social, educational and health services for all families, including birth, blended, kinship, adoptive and foster families. Our core services include: Counseling, Parent Education, Family Advocacy, Case Management, Domestic Violence Prevention & Treatment, and Community Resources & Referrals

**Responsibilities of Internship:**

- **Community Resource Provider** – Provide a presence at front desk and answer phone calls and walk in requests for community resources; organize resource wall
- **Case Management Research and Attendance** – Attend CMT meetings if schedule coordinates. Prepare comprehensive resource referral binder for use at Case Management meetings.
- **Basic Needs Inventory & Tracking** – Prepare an inventory of on-hand basic needs items; maintain tracking log.
- **Referral Follow Up** – Call clients to follow up on referrals and provide additional resources as needed/requested.
- **Miscellaneous** – Macro and micro projects on an as needed basis.

**Agency Mission:**
The Raise Foundation is dedicated to stopping the cycle of abuse through education, advocacy, community collaboration, and comprehensive services for families and children. Since 1974 we have grown into a dynamic, well-respected, non-profit organization serving all of Orange County. The goal of The Raise Foundation is to provide resources to strengthen families, making each family’s home a safer place for children to grow up. With over 38,000 cases of reported child abuse and neglect in the county each year, it is clear that prevention programs and services are desperately needed in every Orange County community.
The RIO Adult Health Care Center is a community-based day program providing a variety of health and social services designed to serve the specialized needs of brain and physically impaired adults over age 18.

A multidisciplinary team of health professionals conducts a comprehensive assessment of each participant to determine which ADHC services fulfill the individual's specific health and social needs. This individualized plan of care may include any of the following:

- Nursing Services
- Physical Therapy
- Occupational Therapy
- Speech and Cognitive Therapy
- Behavioral Planning
- Social/Psychological Services
- Meals and Nutritional Counseling
- Recreation and Social Activities
- Cognitive Re-Training
- Family Counseling and Support
- Transportation Coordination

Functions and General Scope of the Position:
Assist Program Coordinator in directing program activities and daily plan of care for participants. Coordinate and implement activities and daily plan of care for participants, behavioral and special needs. Coordinate and implement activities and daily plan of care for participants, behavioral and special needs.

Work performed:
- Internship Program: To assist with the care and supervision of program participants.
- Other duties may be assigned.

Through this Internship, students gain experience with:
- Nursing Services
- Physical Therapy
- Occupational Therapy
- Speech and Cognitive Therapy
- Behavioral Planning
- Social/Psychological Services
- Meals and Nutritional Counseling
- Recreation and Social Activities
- Cognitive Re-Training
- Family Counseling and Support
- Transportation Coordination

Other Hours:
- Service hours: Mon-Fri, 8:30am to 5pm
- Other hours: Mon-Fri, 7:30am to 9pm
- Can work:
  - M-F: Regular Business Hours (9am-5pm)
  - M-F: Evenings (5pm-9pm)

Internship Program:
- No
- Paid Internships Available:
- Yes
- Website: http://www.riorehab.org
- E-mail: alicia@riorehab.org
- Phone: 949-498-7671
- Fax: 949-361-3361
- Address: Adult Day Health Care, San Clemente, CA 92673
- Phone: 949-498-7671
- Fax: 949-361-3361
- Email: alicia@riorehab.org

Rehabilitation Institute of Southern California's mission is to provide high-quality, specialized health care to adults with disabilities. The Rehabilitation Institute of Southern California (RIO) offers services to individuals with functional, developmental, or physical disabilities. RIO's interdisciplinary team provides services to individuals with disabilities and their families to administer programs tailored to their needs.
Rehabilitation Institute of Southern CA (RIO)

Internship Program: **Child Development / Early Intervention Program, Fullerton**

Address: 130 Laguna Rd
Fullerton, CA 92835

Phone: (714) 680-6060
Fax: (714) 871-3640

Supervisor: Sofia Martinez
E-Mail: smartinez@riorehab.org
Website: http://www.riorehab.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: Developmental Delays, Families
☐ Health Issues ☐ Counseling Services ☐ Administrative/Computers

Other: Developing

Description of Internship:
The RIO Child Development Program offers home and center-based early intervention services for infants and toddlers with developmental delays and children who are at risk for developmental delays. Children who are born prematurely, prenatally exposed to drugs, or with specific conditions, diagnoses or special needs may qualify for services.

A multi-disciplinary team of professionals, is assigned to work with the child and family.

A transdisciplinary evaluation is completed to determine the child's strengths and to identify areas of delay or concern. An individual program plan is then developed and specific goals and objectives are identified in the following areas:
- Gross & Fine Motor Skills
- Speech, Language & Cognition
- Sensory Organization
- Parent / Family Development
- Self-Help / Social Skills

The intern will support key staff members by:
* Preparing activities as directed and following daily routines.
* Maintaining the physical setting in a safe, organized, and clean manner.
* Implementing activities appropriate to individual program plans.
* Attending all staff meetings and inservices.
* Performing other duties as assigned.

Interns must treat all children with dignity and respect, and maintain a professional attitude and loyalty to agency and program.

Agency Mission: RIO- the Rehabilitation Institute of Southern California- is an outpatient rehabilitation center that offers services to persons with functional, developmental, or physical disabilities. RIO's interdisciplinary team of highly trained and experienced staff work with individuals and their families to administer programs tailored to their needs.
The Rehabilitation Institute of Southern California (RIO) offers the Child Development / Early Intervention Program, Orange. This program is designed to provide home and center-based early intervention services for infants and toddlers with developmental delays and children who are at risk for developmental delays. Services are provided by a multi-disciplinary team of professionals assigned to work with the child and family. A transdisciplinary evaluation is completed to determine the child's strengths and to identify areas of delay or concern. An individual program plan is then developed and specific goals and objectives are identified in the following areas:

- Gross & Fine Motor Skills
- Speech, Language & Cognition
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The intern will support key staff members by:
* Preparing activities as directed and following daily routines.
* Maintaining the physical setting in a safe, organized, and clean manner.
* Implementing activities appropriate to individual program plans.
* Attending all staff meetings and inservices.
* Performing other duties as assigned.

Interns must treat all children with dignity and respect, and maintain a professional attitude and loyalty to agency and program.

Agency Mission: RIO—the Rehabilitation Institute of Southern California—is an outpatient rehabilitation center that offers services to persons with functional, developmental, or physical disabilities. RIO’s interdisciplinary team of highly trained and experienced staff work with individuals and their families to administer programs tailored to their needs.
Rehabilitation Institute of Southern CA (RIO)

Internship Program: Community Based Adult Services (CBAS)
Address: 1800 E. La Veta Ave.
Orange, CA 92835
Phone: (714) 633-7400 x261
Fax: (714) 633-0738
Supervisor: Marsalee Malatesta
E-Mail: adults@riorehab.org
Website: http://www.riorehab.org
Paid Internships Available: No
Background Clearance: No

Through this Internship, ✔ Elderly Services ✔ Health Issues
Students Gain Experience With:

☐ Families/Couples ☐ Substance Abuse ☐ Tutoring Services ☐ Person w/ Disabilities

☐ Recreation Programs

Other: ☐ Administrative/Computers

Description of Internship:
The RIO Adult Day Health Care Center is a community-based day program providing a variety of health, therapeutic and social services designed to serve the specialized needs of brain impaired adults over age 18.

A multidisciplinary team of health professionals conducts a comprehensive assessment of each participant to determine which ADHC services fulfill the individual's specific health and social needs. This individualized plan of care may include any of the following:
- Nursing Services
- Physical Therapy
- Occupational Therapy
- Speech and Cognitive Therapy
- Aquatic Exercise (RIO-Orange only)
- Behavioral Planning
- Social/Psychological Services
- Meals and Nutritional Counseling
- Recreation and Social Activities
- Cognitive Re-Training
- Family Counseling and Support Groups
- Transportation Coordination to and from Center, if necessary.

Functions and General Scope of the Position: To assist with the care and supervision of program participants. Coordinate and implement activities and daily plan of care for participants, behavioral plans, documentation, program set-up and clean-up.

Work Performed: Assist Program Coordinator in directing program activities. Develop and implement individual care plans for participants based on multi-disciplinary team input, oversee daily charting for all aspects of the program including the Adult Day Care Food Program, client records, attendance, and other required documentation. Work with families and community contacts as a liaison to the program. Other duties may be assigned.

Agency Mission: RIO- the Rehabilitation Institute of Southern California- is an outpatient rehabilitation center that offers services to persons with functional, developmental, or physical disabilities. RIO's interdisciplinary team of highly trained and experienced staff work with individuals and their families to administer programs tailored to their needs.

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.-Fri. opens at 7:30am

E-Mail: adults@riorehab.org
Website: http://www.riorehab.org
Rehabilitation Institute of Southern CA (RIO)

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<th>Community Based Adult Services, Fullerton</th>
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<tbody>
<tr>
<td>Address:</td>
<td>130 Laguna Rd</td>
</tr>
<tr>
<td></td>
<td>Fullerton, CA 92835</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714)680-6060</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714)871-3640</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Sofia Martinez</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:smartinez@riorehab.org">smartinez@riorehab.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.riorehab.org">http://www.riorehab.org</a></td>
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<td>☑ Recreation Programs</td>
<td>☑ Person w/ Disabilities</td>
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<td></td>
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Description of Internship:
The RIO CBAS is a community-based day program providing a variety of health, therapeutic and social services designed to serve the specialized needs of brain impaired adults over age 18.

A multidisciplinary team of health professionals conducts a comprehensive assessment of each participant to determine which CBAS services fulfill the individual's specific health and social needs. This individualized plan of care may include any of the following:
- Nursing Services
- Physical Therapy
- Occupational Therapy
- Speech and Cognitive Therapy
- Aquatic Exercise (RIO-Orange only)
- Behavioral Planning
- Social/Psychological Services
- Meals and Nutritional Counseling
- Recreation and Social Activities
- Cognitive Re-Training
- Family Counseling and Support Groups
- Transportation Coordination to and from Center, if necessary.

Functions and General Scope of the Position: To assist with the care and supervision of program participants. Coordinate and implement activities and daily plan of care for participants, behavioral plans, documentation, program set-up and clean-up.

Work Performed: Assist Program Coordinator in directing program activities. Develop and implement individual care plans for participants based on multi-disciplinary team input, oversee daily charting for all aspects of the program including the Adult Day Care Food Program, client records, attendance, and other required documentation. Work with families and community contacts as a liaison to the program. Other duties may be assigned.

Agency Mission: RIO- the Rehabilitation Institute of Southern California- is an outpatient rehabilitation center that offers services to persons with functional, developmental, or physical disabilities. RIO's interdisciplinary team of highly trained and experienced staff work with individuals and their families to administer programs tailored to their needs.
Rehabilitation Institute of Southern CA (RIO)

Transitional Adult Activity Center

Address: 1800 E. La Veta Ave.
Orange, CA 92866
Phone: (714) 633-7400
Fax: (714) 769-2766
Supervisor: Sandra Walker /Cristina Hernandez
E-Mail: swalker@riorehab.org
Website: http://www.riorehab.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 ☐ Administrative/Computers
☑ Health Issues ☑ Counseling Services

Other Hours: Mon.-Fri. from 8:00am to 4:00pm

OBJECTIVE
- To train participants in functional skills to attain greater independence
- To provide families and care providers with proven strategies toward long term skills training and maintenance
- To promote effective behavior and cognitive outcomes through the integration of varying functioning levels
- To develop an individualized plan of care according to each participant's abilities.

FUNCTIONS AND GENERAL SCOPE OF THE POSITION: The Transitional Adult Program/TAAC Intern shall be responsible for assisting the Coordinator in development and implementation of TAP curriculum; direct delivery of individual and group learning experiences to assist each consumer served in obtaining his/her IPP objective(s); chart documentation and maintenance. Interns will also facilitate program activities.

WORK PERFORMED: Assist the Coordinator to develop the implementation of daily program curriculum; provide direct service delivery and training to consumers; maintain daily and weekly data regarding consumer's progress for consumers; record behavior observation notes and monitor work skills and behavior performance semi-annually; assist with health data collection on a daily basis; provide a safe work environment and monitor safe behaviors and habits; provide oral and written reports regarding consumers’ abilities, performance, progress and needs; monitor and record daily attendance records. Maintain communication with family members, care providers, and other agencies involved in participant's care; and any other duties as assigned.

NOTE: Interns should contact Grace Lee, Volunteer Coordinator when applying for Internship @ 714-633-7400, ext. 2014. Email: Grace@riorehab.org. Interns can specify after orientation the program that they are interested in completing their internship. Complete Orientation must be completed.

RIO- the Rehabilitation Institute of Southern California- is an outpatient rehabilitation center that offers services to persons with functional, developmental, or physical disabilities. RIO's interdisciplinary team of highly trained and experienced staff work with individuals and their families to administer programs tailored to their needs.
**Rehabilitation Institute of Southern CA (RIO)**

**Internship Program:** Transitional Adult Program, Fullerton

| Address: 130 Laguna Rd  
Fullerton, CA 92835 |
| Phone: (714) 680-6060  
Fax: (714) 871-3640  
Supervisor: Sofia Martinez  
E-Mail: smartinez@riorehab.org  
Website: http://www.riorehab.org |
| Paid Internships Available: No  
Background Clearance: Yes |

| Description of Internship: RIO's Transitional Adult Program (TAP) is a creative day program designed to teach and maintain functional living skills in combination with social, educational, and vocational training services. TAP specializes in serving adults with developmental disabilities who require extended periods of "real work and life" challenges to improve and enhance a person's quality of life. |

**OBJECTIVE**
- To train participants in functional skills to attain greater independence
- To provide families and care providers with proven strategies toward long term skills training and maintenance
- To promote effective behavior and cognitive outcomes through the integration of varying functioning levels
- To develop an individualized plan of care according to each participant's abilities.

**FUNCTIONS AND GENERAL SCOPE OF THE POSITION:** The Transitional Adult Program Intern shall be responsible for assisting the Coordinator in development and implementation of TAP curriculum; direct delivery of individual and group learning experiences to assist each consumer served in obtaining his/her IPP objective(s); chart documentation and maintenance.

**WORK PERFORMED:** Assist the Coordinator to develop the implementation of daily program curriculum; provide direct service delivery and training to consumers; maintain daily and weekly data regarding consumer's progress for consumers; record behavior observation notes and monitor work skills and behavior performance semi-annually; assist with health data collection on a daily basis; provide a safe work environment and monitor safe behaviors and habits; provide oral and written reports regarding consumers' abilities, performance, progress and needs; monitor and record daily attendance records. Maintain communication with family members, care providers, and other agencies involved in participant's care; and any other duties as assigned.

**Agency Mission:** RIO - the Rehabilitation Institute of Southern California - is an outpatient rehabilitation center that offers services to persons with functional, developmental, or physical disabilities. RIO's interdisciplinary team of highly trained and experienced staff work with individuals and their families to administer programs tailored to their needs.
# Riverside Life Services

**Client Advocate Internship**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Client Advocate Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>3727 McCray Street</td>
</tr>
<tr>
<td></td>
<td>Riverside, CA  92506</td>
</tr>
<tr>
<td>Phone:</td>
<td>(951)784-2422</td>
</tr>
<tr>
<td>Fax:</td>
<td>(951)276-2907</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Brandy Grajeda</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:brandy@riversidelifeservices.org">brandy@riversidelifeservices.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.riversidelifeservices.org">www.riversidelifeservices.org</a></td>
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<tr>
<td>Background Clearance:</td>
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</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:**
- 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:**
Advocate interns do many things with the clients at RLS. They do crisis intervention counseling or options counseling, where they come along side the client to make sure she is making a well-informed decision that is in line with her beliefs. In addition, advocates can follow-up with clients and provide more counseling if needed. The parenting classes, at this moment, involve a parenting video curriculum that advocates watch with clients.

With both of these aspects to the program, interns do charting and case management. They follow their client's cases and refer them when client's needs are outside of our scope. Our files are electronic, and interns learn how to master SOAP Notes. They do various projects during downtime that helps prepare the center for events (health fairs, speaking, fundraisers, etc). In addition, interns work the reception area and can do over the phone counseling when necessary.

**Agency Mission:**
Riverside Life Services seeks to preserve the life of the unborn and improve the lives of families by offering compassion, truth, and hope.
Rosie's Garage

Internship Program: Assistant Site Leader

Address: 348 Grace Ave
La Habra, CA  90631

Phone: 714-626-0655
Fax: 714-447-8592

Supervisor: Grace Galarza
E-Mail: gp.rgarage@yahoo.com
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-TH 2::30pm - 7:00pm
FRI 2 - 6PM

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:
*Assist students with sign-in and sign-out process
*Interact with parents with pick-up and drop-off of students
*Provides registration forms to parents and provides assistance in filling out registration forms
*Organizes education material, looks for resources for students online
*Coordinates the snack program, keeps inventory and suggests snacks for students
*Keeps record of student attendance in binder
*Assist with room clean-up and book organization and labeling
*Serves as a positive role model to students motivating them to achieve higher education at all times
*Some supervision required at any University/Museum fields trips
*Supervises students in the absence of the Site leader
*Serves as a program leader when needed in special presentations or events
*Works on special projects as assigned in conjunction with Site leader
*Friendly, supportive attitude to students, parents and staff.

NOTE: Figerprints, TB shot, CPR required (All cost will be reimbursed with proof of receipt)

*Fridays* We do not have children come in but have administrative tasks to fulfill like event planning for our annual events.

Agency Mission: The Mission of Rosie's Garage, Inc. is to provide a safe place: To reach and motivate at risk and underprivileged children; To make a difference by breaking generational poverty; Create a society of productive citizens; Encourage independence and responsibility by instilling confidence, hope and love of learning, because every child deserves to learn and succeed.
**Rowland Family Resource Center**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Family Resource Center</strong></th>
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<tbody>
<tr>
<td>Address:</td>
<td>17800 E. Renault St.</td>
</tr>
<tr>
<td></td>
<td>La Puente, CA  91744</td>
</tr>
<tr>
<td>Phone:</td>
<td>(626)854-2228</td>
</tr>
<tr>
<td>Fax:</td>
<td>(626)854-2228</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Jennifer Kottke</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:jkottke@rowland.k12.ca.us">jkottke@rowland.k12.ca.us</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.rowland-unified.org">www.rowland-unified.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
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<td>Background Clearance:</td>
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| 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:**

*DUTIES INCLUDE:*

*Opportunity to observe community liaisons and shadow them*

*Opportunity to learn about grant writing*

*Tutor students in after school programs*

*Participate in general office management*

*Provide information and resources to families*

*Observe and participate in PAT (Parents as Teachers) child developmental program done through home visits.*

*Opportunity to design intern experiences based upon personal interests*

**CLEARANCE REQUIREMENTS:** TB testing is required

**Agency Mission:**

To inspire and educate individuals to realize their dreams and fulfill their responsibilities in society. We proudly join the parents and community in preparing each generation to meet the challenges of today and tomorrow.
RS Recovery Services, Inc.

Internship Program: **Counseling Internship**

**Address:** 415 W. Foothill Blvd. #212
Claremont, CA 91711

**Phone:** (909)243-9492

**Fax:** (888) 433-3022

**Supervisor:** Rose Sorenson

**E-Mail:** rose@rsrecoveryservices.com

**Website:** www.rsrecoveryservices.org

Paid Internships Available: No

Background Clearance: No

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<th>Through this Internship</th>
<th>Students Gain Experience With:</th>
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<tr>
<td><img src="on" alt="Children/Youth" /></td>
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<td><img src="on" alt="Tutoring Services" /></td>
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<td><img src="on" alt="Recreation Programs" /></td>
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<td><img src="on" alt="Administrative/Computers" /></td>
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</table>

**Description of Internship:**
Gain an internship experience working in a small counseling/education setting.

*Provide case management services to clients including intakes, assessment, info and referral, crisis intervention, documentation, treatment planning, reporting, educating, community outreach, and counseling according to scope of practice.

*Provide off-site tutoring K-8 for at-risk youth

*Network with various government and community organizations

*Research resources and job opportunities for people on parole/probation

*Link recovery to employment

*Work with various populations including youth and people on parole and/or probation

LIVESCAN required when working with youth.

**Agency Mission:**
To be of assistance in eliminating Substance Abuse and Substance Dependency from the Individual, the Family, the Community, the Workplace, and within the State of California and beyond. We will LEAD the way in uniting Compassion and Professionalism. Our mission also includes providing Mental Health Services, Employment Barrier Counseling, and Anger Management Education.

**Description of Internship:**

<table>
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<tr>
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</tr>
</tbody>
</table>

**Other Hours:** M-F 5:00 - 9:00 PM (hours vary)
SAT 9 am - 5 pm

**Other Hours:**

| M-F 5:00 - 9:00 PM (hours vary) |
| SAT 9 am - 5 pm |

**E-mail:** rose@rsrecoveryservices.com

**Website:** www.rsrecoveryservices.org

**Background Clearance:** No
Internship Program: **Academic Advisors**

**Address:** 1530 W. 17th St.
Santa Ana, CA 92706

**Phone:** (714)564-6182

**Fax:** (714)542-0896

**Supervisor:** Marco Ramirez

**E-Mail:** ramirez_marco@sac.edu

**Website:** www.sac.edu/ats

**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
- Other:
- Person w/ Disabilities
- Administrative/Computers

**Description of Internship:**

DUTIES AT THE HIGH SCHOOL LEVEL: (Program runs from August to June)

Duties include providing specialized counseling services such as transcript evaluation and monitoring students’ grades every 6 week grading period. Assist students with completing CSU, UC, Private and Community College applications. Help with completing Financial Aid forms and scholarship searches. Conduct presentation to classrooms and help with recruiting students to program. Chaperone students on different cultural and university field trips.

DUTIES AT THE INTERMEDIATE LEVEL: (Program runs from February through June)

Assist with afterschool program by helping ATS staff with workshops on topics such as: Test taking techniques, self-esteem, pre-college planning, financial aid, goal setting, decision making, time management and more. Chaperone students on different cultural and university field trips.

SCHOOLS INCLUDE: Century, Santa Ana, Saddleback, and Valley High Schools. Sierra and Willard Intermediate Schools.

**Agency Mission:**

Talent Search is a federally funded program sponsored by the U.S. Department of Education that are commonly referred to as the “TRIO” programs. The mission of the program is to help prospective 1st generation & low income students from the Santa Ana Unified School District gain access to higher Education through specialized counseling services.
Santa Ana College - Student Outreach

Internship Program: Student Services / Outreach Intern
Address: 1530 W. 17th Street
          Santa Ana, CA  92706
Phone: (714) 564-6970
Fax: (714) 564-6139
Supervisor: Lilia Tanakeyowma, Ed.D.
E-Mail: tanakeyowma_lilia@sac.edu
Website: www.sac.edu/community/partnership/outreach

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  ☑ High School & Community Outreach
☐ Health Issues  ☑ Counseling Services  ☐ Administrative/Computers

Other Hours: Monday-Friday 8:00 am - 7:00 pm. Occasional weekends as needed.

Description of Internship:
Student Outreach serves as an integral part of the college. Outreach staff provides detailed information regarding quality of the programs that are offered to prospective high school students. Parents and students are connected to campus life via the efforts of Outreach personnel. Services provided include school presentations, campus tours, college prep workshops (Eng/Span/Vietnamese), community outreach, pre-orientation assistance, assessment information, and admission support.

JOB DUTIES:
- Assist with new student orientation
- Shadow/observe counselor through individual counseling appointments
- Contact students regarding outreach programs
- Co-facilitate workshops: Time management, Study Skills, and Note-taking
- Provide campus tours
- Assist students in finding appropriate resources based on individual needs
- Learn to create database for students
- Learn to write detailed reports/notes when working with students

NOTE: All interns must be board approved before they can begin their internship. This process takes OVER ONE MONTH. You need to apply early for this placement.

Agency Mission: The mission of Student Outreach is to attract and recruit new students to Santa Ana College. We strive to reach this goal by providing a variety of resources, activities, and support to high schools and the community we serve.
Assistant Case Manager, primary responsibility is to assist lead Case Manager in working closely with a group of 20 at-risk youth from the city of Santa Ana. Young adults in the program are ages 16-21 and require assistance in the areas of education, employment, and life skills.

Assistant Case Manager would help to organize, plan and prepare workshops to minimize barriers faced by students in the program. Additionally, Assistant would meet with students on a monthly basis to ensure that he/she is receiving the needed services. Desired qualities of a Case Manager Assistant include flexibility and the ability to problem solve. Some of the students are current/previous probation youth, foster, basic skills deficient, high school dropout, parenting youth, etc.

**LIVE SCAN FINGERPRINTING and TB Test required.**
Santa Anita Family Service

Internship Program: **Cal Works Domestic Violence Project**

Address: 605 S. Myrtle Ave.
Monrovia, CA 91016

Phone: 626-359-9358 x5758
Fax: 626-358-7647

Supervisor: Teri Johnson
E-Mail: fivesrock@aol.com
Website: www.santaanitafamilyservice.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, ✓ Children/Youth ✓ Families/Couples ✓ Counseling Services ✓ Administrative/Computers ✓

Students Gain Experience With:
☐ Elderly Services ☐ Substance Abuse ☐ Recreation Programs Other: Domestic Violence; Victim Assistance
☐ Health Issues ☐ Counseling Services ☐

Description of Internship:

**TWO SEMESTER COMMITMENT REQUIRED**

This field placement provides the opportunity to facilitate supportive services to Cal Works participants and their children.

You will receive extensive training in domestic violence and family dynamics in both individual and group supervision. You will receive training in intakes and assessment, case management, and gain a greater understanding and awareness of community resources. You will also have an opportunity to facilitate group process and attend treatment team meetings with staff therapists, case managers, and other collaborative staff.

* Requirements:

- Drivers License & Insurance
- TB Testing and Clearance
- Fingerprinted (to be reimbursed)
- Must have vehicle
- Must be available for Treatment Team Meetings on Thursday 10:00 am

The Cal Works Domestic Violence Project provides coordinated and customized supportive services to assist Cal Works participants, that have declared themselves as victims of domestic violence, to transition towards employment, self-sufficiency, and family stability.

Agency Mission: The Mission of Santa Anita Family Services is to foster the well being of the San Gabriel Valley, creating healthier families and communities through professional leadership and the provision of high-quality educational programs, mental health programs, and social service programs.

Revised: 7/25/2016 15-16
School on Wheels

Internship Program: **Tutor Coordinator Intern**

**Address:** 3204 carrotwood Dt  
Tustin, CA 92782

**Phone:** (714) 232-2869  
**Fax:** (213) 896-9222

**Supervisor:** Lilian Pahn  
**E-Mail:** lpahn@schoolonwheels.org  
**Website:** www.schoolonwheels.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:** Hours are flexible

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

**Students Gain Experience With:**
- **To:**
- **From:**

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<tr>
<th>Description of Internship:</th>
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<tr>
<td><strong>NOTE</strong>** Locations are located in Orange County - Santa Ana, Fullerton, Anaheim, Buena Park, Costa Mesa, Huntington Beach, Placentia, and Los Alamitos.</td>
</tr>
<tr>
<td><em>Communicate with support, and encourage your volunteer tutors by email, telephone and personal visits.</em></td>
</tr>
<tr>
<td><em>Match your tutors with children who need them and reassign tutors when their students move.</em></td>
</tr>
<tr>
<td><em>Communicate with School on Wheels and request supplies when your tutor or students need them.</em></td>
</tr>
</tbody>
</table>
| *Communicate with shelter staff to:*  
  - Identify new children who need tutors  
  - Ensure children are provided with tutors in a timely manner  
  - Ensure that all parties (shelter staff, students, tutors, and SOW) know that days and times of tutor assignments |

**BACKGROUND CLEARANCE:** Interns are required to get livescan clearance which cost $35.

**A two semester commitment is recommended in order to understand the roles and the responsibilities, but it is not required**

**Agency Mission:** The mission of School on Wheels is to enhance educational opportunities for homeless children from kindergarten through twelfth grade. Our goal is to shrink the gaps in their education and provide them with the highest level of education possible.
Second Harvest Food Bank of Orange County, Inc.

Internship Program: **CalFresh Internship**

Address: 8014 Marine Way  
Irvine, CA 92618

Phone: 949-653-2900 ext. 142

Fax:

Supervisor: Brana Vlasic

E-Mail: Brana@feedoc.org

Website: feedoc.org

Paid Internships Available: No

Background Clearance: No

Other Hours: MoFri 5-7pm

Through this Internship: ✔ Children/Youth  ✔ Families/Couples  □ Tutoring Services  □ Person w/ Disabilities

Students Gain Experience With: ✔ Elderly Services  ✔ Substance Abuse  □ Recreation Programs  Other:  ✔ Administrative/Computers

Description of Internship:

**KEY TASKS AND RESPONSIBILITIES; INCLUDING BUT NOT LIMITED TO:**

- Become a knowledgeable resource on the CalFresh program
- Conduct direct outreach to food insecure communities regarding CalFresh
- Help applicants understand the program and the application process
- Assist applicants with the application and ensure its completion
- Submit each application to social services with clients
- Keep informed about the status of each application
- Advocate on behalf of the clients and navigate through any complications that arise
- Participate in CalFresh team meetings and provide feedback to help the team improve community impact

**QUALIFICATIONS:**

- A passion for hunger alleviation and community development
- Strong written and verbal communication skills
- Bilingual abilities are strongly preferred (Spanish/Vietnamese)
- Proficiency in MS Office (Excel and MS Word)
- Good judgment when handling sensitive and/or confidential material
- Time management skills/ability to juggle multiple responsibilities
- Valid driver's license, proof of vehicle insurance coverage (mileage compensation provided)

**PERSONAL QUALITIES:**

- Positive and energetic
- People person who enjoys connecting with others
- Friendly, courteous customer service skills
- Able to maintain a positive attitude and diplomatic demeanor while working with diverse individuals
- Flexible and adaptable to change
- Ability to work independently and collaboratively
- Commitment to living out the Food Bank’s core values of compassion, integrity, stewardship, service excellence and diversity

**WORK ENVIRONMENT:**

- On-site in Irvine (20% of the time)
- Driving time- Reimbursed at 57.5 per mile
- Off-site work with clients and partners (80% of the time)

**HOW TO APPLY:**

Send resume and cover letter to Amanda at amanda@feedoc.org with the subject heading "CalFresh Internship":

1. Resume
2. A cover letter detailing how your experience relates to the duties and responsibilities of this position, as well as your dates/hours of availability.

Revised: 7/25/2016  15-16  242
Second Harvest Food Bank of Orange County, Inc.

Agency Mission: MISSION STATEMENT:
To end hunger in Orange County

STRATEGY STATEMENT:
Second Harvest Food Bank reaches out to the community for donations, grants, fundraising, food drives, food rescue, harvesting, and volunteers to help provide, education and advocacy for the hungry. We are committed to finding innovative, sustainable ways to end hunger in Orange County.
Seneca Family of Agencies

Internship Program: **Equine Therapy**

Address: 233 S. Quintana Drive
Anaheim, CA 92807

Phone: 714-383-9400

Supervisor: Lauren Smith
E-Mail: fieldworkprogram@senecacenter.org
Website: www.senecacenter.org

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 ☑ Recreation Programs Other:
Health Issues ☐ Counseling Services ☐ Administrative/Computers

Description of Internship:

**NOTE** (only available to students with prior experience with horses)

- Participate in facilitating animal assisted therapies to children in one on one and small group settings
- Ensures safety of clients and volunteers participating in the therapeutic horse riding program in compliance with PATH standards
- Support horse-care duties, including feeding, stall cleaning, and health monitoring and tack maintenance
- Maintain safety and cleanliness of facilities including stable and barn management.
- Attend regular individual supervision, group consultation meetings, and trainings

Note: All staff must take part in a 40 hour New Employee Orientation, which can be taken in parts to fit your schedule.

Background Clearance includes:
- Application with references
- Fingerprints (DOJ and FBI) (fees incurred by the student will be reimbursed)
- Tuberculosis clearance and physical health screening

Agency Mission: Seneca Family of Agencies helps children and families through the most difficult times of their lives. In many cases, we are the last hope for young people who have come to see failure and discouragement as a way of life. Here at Seneca, we offer each child a simple but profound promise: You will be supported every step of the way, no matter what challenges you face. By supporting each child and family in identifying and building upon their resources and strengths, we enable them to approach the future with renewed optimism and a stronger sense of the possibilities for creating a new and different story for their lives.
Seneca Family of Agencies

Internship Program: **Family Finding**

Address: 233 S. Quintana Dr.
Anaheim Hills, CA 92807
Phone: 714-881-8619
Fax: 714-221-8726
Supervisor: Lawerence Murray
E-Mail: lawerence_murray@senecacenter.org
Website: www.senecacenter.org
Paid Internships Available: No

Background Clearance: No

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

Description of Internship:
The Family Finding Intern’s primary focus will be to conduct searches for family members of youth in the Social Services system. Youth in out-of-home care services can easily become completely disconnected from their biological family. Family Finding aims to locate and engage relatives for these children. The goal of Family Finding is to connect each child with a family, so that every child may benefit from the lifelong connections that only family provides.

Duties will include:
- “Mining” a client’s legal file at Social Services (with Seneca staff)
- Submitting online searches (Google, Facebook, Etc.)
- Placing cold calls to potential family members
- Creating a family tree for the youth’s Social Services file and personal use
- As needed: Attending local face-to-face engagements with client and family
- As needed: Providing Spanish translations via phone or face-to-face
All calls, emails, meetings, searches, etc. will be accounted for and documented in the client’s Family Finding file.

To establish long-term relationships for foster youth that will transcend time and circumstances by providing them with emotional, mental and physical permanency.

Agency Mission:
Seneca Family of Agencies helps children and families through the most difficult times of their lives. In many cases, we are the last hope for young people who have come to see failure and discouragement as a way of life. Here at Seneca, we offer each child a simple but profound promise: You will be supported every step of the way, no matter what challenges you face.

By supporting each child and family in identifying and building upon their resources and strengths, we enable them to approach the future with renewed optimism and a stronger sense of the possibilities for creating a new and different story for their lives.

Revised: 7/25/2016 15-16
Internship Program: **Mental Health Clinic - Intake Calls**

Address: 233 S. Quintana Drive  
Anaheim, CA 92807

Phone: 714-383-9400

Fax: 

Supervisor: Melissa Pabayachee

E-Mail: fieldworkprogram@senecacenter.org

Website: www.senecacenter.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 ☐ Tutoring Services ☐ Person w/ Disabilities
☐ Elderly Services ☐ Substance Abuse ☐ Recreation Programs Other:
☐ Health Issues ☑ Counseling Services ☑ Administrative/Computers

Description of Internship:
- Assist intake coordinator with referral calls to the Mental Health Clinic. Calls come from potential clients, parents, social workers, probation officers and other agencies.
- Perform initial data collection, assessment, and triage of calls
- Refer callers to the appropriate service if Seneca is not a good match or if the client is not eligible
- Prepare summary of referral to prepare for assignment to therapist in order to facilitate a successful therapist/client match
- Prepare intake packet of required paperwork at first session

Note: All staff must take part in a 40 hour New Employee Orientation, which can be taken in parts to fit your schedule.

Background Clearance includes:
- Application with references
- Fingerprints (DOJ and FBI) (fees incurred by the student will be reimbursed)
- Tuberculosis clearance and physical health screening

Agency Mission:
Seneca Family of Agencies helps children and families through the most difficult times of their lives. In many cases, we are the last hope for young people who have come to see failure and discouragement as a way of life. Here at Seneca, we offer each child a simple but profound promise: You will be supported every step of the way, no matter what challenges you face. By supporting each child and family in identifying and building upon their resources and strengths, we enable them to approach the future with renewed optimism and a stronger sense of the possibilities for creating a new and different story for their lives.
### Senior Support Services

**Address:** 1200 N. Knollwood Circle  
Anaheim, CA 92801  

**Phone:** (714) 229-3349  
**Fax:** (714) 220-1374  
**Supervisor:** Tracy Hall  
**E-Mail:** thall@seniorserv.org  
**Website:** www.seniorserv.org

**Internship Program:** Senior Support Services

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

**Description of Internship:**  
SeniorServ interns provide assistance to case managers by conducting telephone and home assessments, and other duties related to the social service office.

Interns will learn office etiquette, answer and direct calls accordingly, and learn about local resources that are available to seniors in the community. Interns will receive structured training to learn and understand the concepts of case management. They will start by shadowing case managers on assessments and later conduct these assessments on their own; which will be carefully reviewed so that feedback can be given related to improvements and/or suggestions.

Interns will have the opportunity to consult with a Senior Case Manager to address any questions, concerns, or issues. In this position, interns will have the ability to receive hands on field experience and complete the hours required by their university.

**MUST PASS BACKGROUND CHECK PRIOR TO STARTING AT AGENCY.** The cost to the intern is $20.

**Agency Mission:** To improve the quality of life for older adults and their families by creating a safety net of health, nutrition, and supportive services that enhance independence, well-being, and dignity.
Serving People in Need (SPIN)

Internship Program: **Human Services Intern Program**

Address: 151 Kalmus H-2
Costa Mesa, CA 92626
Phone: (714) 751-1101 x19
Fax: (714) 751-3332
Supervisor: Kim Frazier
E-Mail: kimf@spinoc.org
Website: www.spinoc.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, students gain experience with:
- Elderly Services
- Health Issues
- Families/Couples
- Substance Abuse
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Person w/ Disabilities
- Homeless individuals and families, social work

Description of Internship:
Our interns assist our case managers in two areas; Street Services Program and GAPP, Guided Assistance to Permanent Placement Program. Our program covers all areas with one intern. The intern assists the case managers in these programs and will receive a well-rounded education in social work activities.

Job duties will include:
Answering phones: analyzing crisis calls and answering questions from clients, directing them to the proper agency coordinators: greeting clients entering the SPIN office.

Assembling hygiene items (toothbrushes, deodorant razors, soap, shampoo) in easy to distribute packets and assisting with delivery to homeless people living on the street.

Assembling sack meals and assisting with delivery to homeless people living on the street.

Where appropriate, assisting coordinators with placement of families into apartments.

Performing any additional functions SPIN coordinators feel would contribute to the total effort of Serving People In Need.

Agency Mission: Restoring Orange County's families and individuals in crisis to permanent self-sufficiency through SPIN's long-term, proven case management and support services.
Shanti Orange County

Internship Program: **Program and Project Assistant**

Address: 23461 S. Pointe Dr. Ste. 100
Laguna Hills, CA 92653
Phone: (949) 452-0888
Fax: (949) 452-0889
Supervisor: Sarah Kasman
E-Mail: Sarah.kasman@shantioc.org
Website: www.shantioc.org

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Elderly Services
- Health Issues
- Families/Couples
- Substance Abuse
- Counseling Services
- Administrative/Computers
- Tutoring Services
- Recreation Programs
- HIV/AIDS and chronic illnesses, case management, mental Health, Fund raising, and outreach education

Other Hours: Some occasional evening and weekend projects/events

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:
Interns will work directly with the Program Manager and assist with the administration and coordination of some/all of the following programs and projects (depending on the time of the year):

- Educational Seminars/Workshops
- Social Media Campaign
- Shanti Volunteer Program
- Fundraising Events
- Community Outreach Activities

Interns may also have the opportunity to work with the Executive Director, Mental Health Clinicians, and/or Case Managers.

Students must have excellent verbal and written communication skills and a professional and pleasant demeanor. Must be able to work independently and use their own initiative when working on their assigned tasks/projects. Must be comfortable working with people from diverse backgrounds.

Shanti is a people-centered, friendly, and welcoming environment.

Agency Mission:
Shanti enhances the health and well-being of those affected by HIV/AIDS and other chronic diseases through prevention, education and life-saving supportive services; and strives for zero new infections in Orange County.

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### Southern CA Alcohol & Drug Program

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Heritage House - Case Management</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>2212 Placentia Ave.</td>
</tr>
<tr>
<td></td>
<td>Costa Mesa, CA 92627</td>
</tr>
<tr>
<td>Phone:</td>
<td>(949)646-2271</td>
</tr>
<tr>
<td>Fax:</td>
<td>(949)646-1211</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Angie Thexton</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:psangiet@gmail.com">psangiet@gmail.com</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.scadpinc.org">http://www.scadpinc.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
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</tr>
<tr>
<td>Background Clearance:</td>
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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>☑ M-F Regular Business Hrs (9am-5pm)</td>
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<tr>
<td>☐ M-F Evenings (5pm-10pm)</td>
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</table>

<table>
<thead>
<tr>
<th>Through this Internship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Children/Youth</td>
</tr>
<tr>
<td>☑ Families/Couples</td>
</tr>
<tr>
<td>☑ Recreation Programs</td>
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<tr>
<td>☐ Tutoring Services</td>
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<tr>
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</tr>
<tr>
<td>☐ Elderly Services</td>
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<tr>
<td>☑ Substance Abuse</td>
</tr>
<tr>
<td>☐ Administrative/Computers</td>
</tr>
<tr>
<td>☐ Health Issues</td>
</tr>
<tr>
<td>☐ Counseling Services</td>
</tr>
</tbody>
</table>

**Description of Internship:**
Interns would be working at the Heritage House, a residential alcohol & drug abuse recovery program for pregnant/parenting women and their children. Children stay with mom as she recovers at Heritage House, and they have a counselor of their own to help them recover from the family trauma of substance abuse.

**INTERNS WILL PARTICIPATE IN:**
- Case management of one or two residents and their children.
- Group process and weekly discussion with the residents' counselor.
- Conduct psychoeducational groups
- Shadow case manager
- Weekly staff meetings and case management meeting.
- Various activities with the residents and their children if applicable.
- Gain a real familiarity with documents per state requirements.

**Agency Mission:**
To end the current pattern of abuse and dependency on alcohol and other drugs in women who are pregnant and/or who have young children in their custody and to initiate process of recovery which will permit them to return to society and continue their recovery process as good mothers and good members of the community.
## Southern CA Alcohol & Drug Program

### Heritage House North

- **Address:** 321 N. State College
  Anaheim, CA 92806
- **Phone:** (714) 687-0077
- **Fax:** (714) 687-0691
- **Supervisor:** Claudia Otis
- **E-Mail:** director.hhn@gmail.com
- **Website:** http://www.scadpinc.org

**Internship Program:**

- **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:** Hours are flexible

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

- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Administrative/Computers

**Description of Internship:**

Interns would be working at the Heritage House, a residential alcohol & drug abuse recovery program for pregnant/parenting women and their small children. Children stay with mom as she recovers at Heritage House, and they have a counselor of their own to help them recover from the family trauma of substance abuse.

**INTERNS WILL PARTICIPATE IN:**

- Case management of one or two residents and their children.
- Group process and weekly discussion with the residents’ counselor.
- Conduct psychoeducational groups
- Shadow case manager
- Weekly staff meetings and a case management meeting.
- Various activities with the residents and their children if applicable.
- Gain a real familiarity with documents per state requirements.

**Agency Mission:**

To end the current pattern of abuse and dependency on alcohol and other drugs in women who are pregnant and/or who have young children in their custody and to initiate process of recovery which will permit them to return to society and continue their recovery process as good mothers and good members of the community.

**Revised:** 7/25/2016  15-16
## SPIRITT Family Services

**Internship Program:** SPIRITT Family Center  
**Address:** 8000 Painter Ave.  
Whittier, CA 90602  
**Phone:** (562)777-1410 x 112  
**Fax:** (562)777-1402  
**Supervisor:** Norma Yoguez  
**E-Mail:** normay@spiritt.org  
**Website:** www.spiritt.org  
**Paid Internships Available:** No  
**Background Clearance:** Yes  

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

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

### Description of Internship:
We work with second year Human Services students. Intern will be able to work with family providing individual and or group counseling. Intern will have the opportunity to do home visitations. In addition if interested student will have the opportunity to assist in macro projects. Intern will receive group and individual clinical supervision. Student will have the opportunity to be part of the different types of groups, such domestic violence, anger management, substance abuse treatment groups, etc.

### Agency Mission:
To strengthen the family unit by promoting mental health and well-being through proactive programs of education prevention, intervention, treatment and recovery, and to strengthen the individual’s self-concept through personal development, taking into consideration the multicultural communities served.

Revised: 7/25/2016 15-16
Internship Program: **Social Work Intern**

Address: 19648 Camino de Rosa
Walnut, CA 91789

Phone: (626)965-7833
Fax: (626)964-5483

Supervisor: David Yoo
E-Mail: springadhc@gmail.com
Website: www.springadhc.yolasite.com

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-F 8am - 4:30 pm

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

**Description of Internship:**

**DUTIES:**

- Interview and screen all referrals to determine the general appropriateness as a prospective participant for the full assessment process and adult day health care participation
- Provide referral for persons not appropriate for adult day health care
- Provide signed, dated documentation for all services performed and unusual incidents the day the service was provided and incident occurred
- Provide signed, dated quarterly progress notes in each participant record
- Provide for periodic re-evaluation of plan of care under the supervision of the Social Worker
- Provide referrals to appropriate community resources
- Serve as a liaison with the participant’s family, caregiver and significant others
- Facilitate group discussions
- Serve as a liaison to coordinate services with community agencies, such as, but not limited to, the following:
  a) In-home supportive services
  b) Home health agencies
  c) Regional centers
  d) Senior center
  e) Hospitals
- Assumes additional responsibilities as assigned by the Social Worker

**NOTE:** Health exam, TB results, and First Aid/CPR are required prior to interning.

**Agency Mission:**

Spring Adult Day Health Care Center provides medical, social, and therapeutic services to adults and elderly individuals. Our aim is to provide services to improve one's quality of life and maintain an optimal level for independence.
St. Joseph's School

Internship Program: Human Services Internship

Address: 608 Civic Center Drive East
          Santa Ana, CA 92701
Phone: (714) 542-2704
Fax: (714) 542-2132
Supervisor: Sonia Ramirez
E-Mail: ramsonia25@yahoo.com
Website: www.stjoeschool.org
Paid Internships Available: No

Internship Program:
Human Services Internship

Address: 608 Civic Center Drive East
          Santa Ana, CA 92701
Phone: (714) 542-2704
Fax: (714) 542-2132
Supervisor: Sonia Ramirez
E-Mail: ramsonia25@yahoo.com
Website: www.stjoeschool.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
- Administrative/Computers

Description of Internship:

Students could intern at the following programs:

ENRICHMENT PROGRAM
This program is held after school Monday – Thursday from 3:30-5:30 and Fridays 3:30-5:00. This program is designed to encourage the students be involved in the arts. We are open to each intern’s needs and will try best to meet their needs. We offer an extensive list of classes that they may attend after school. The classes are as follows:

- Computers
- Drawing and Painting
- Math Fact Finders
- Art Language Culture
- Music
- Sports
- Science
- Tutoring
- Library

CLASSROOM AIDES
This program runs M - F from 8:00am-3:00pm. It covers grades K-8 and the classroom aide will help the teacher with a small group of students in working on meeting state standards. Students could develop lesson plans for a subject area and teach it to a class. The intern could do academic counseling, assess the student, and keep a log on the student’s academic progress.

COUNSELING PROGRAM
The counseling program is offered M-F from 8:00am-3:00pm. The program has a four part approach (1) prevention (2) support and management (3) crisis intervention and (4) academic counseling. The way these parts are met is by doing classroom presentations, pull outs and/or group counseling. This program can provide interns who are looking into the counseling field to get hands on experience in dealing with crisis and the steps needed to assist the crisis. The interns would be working hand in hand with our school counselor. They could have an opportunity to make presentations on topics of interest such as bulling or anger management.

HOMEWORK CLUB
This program consists of three programs working together to support at-risk students. The first program involves grades 1-4 and is focused on their reading levels. This program takes place M-TH from 8:30am-12:00pm. These students are introduced to a program called reading mastery, in the goal of increasing their reading fluency.

The second part of this program involves grades K-8 and is focused on their homework and takes place at 3:30- 4:30, Tuesdays and Thursdays. The students come and have someone help them on their homework or study for a test if they have one the next day.

The last part of this program is available on Monday and Wednesday from 3:30-5:00pm. This program is working with students grades K-8 on skill building. We have 8 outside tutors coming and helping

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students be at grade level on math and language arts.
All of the programs above will be supervised by our principal and counselor.

Agency Mission: To provide quality Catholic education for all who want it.
St. Jude Medical Center

Internship Program: Caring Neighbors

Address: 130 W. Bastanchury Road
Fullerton, CA 92835

Phone: (714)446-7064
Fax: (714)446-7045

Supervisor: Leslie Moreno

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:

DESCRIPTION OF PROGRAM:
Serving Fullerton and the nearby communities of Anaheim, Brea, La Habra, and Placentia. Caring Neighbors was developed by St. Jude Medical Center to improve the quality of life of low-income seniors, and help prevent premature out-of-home placement.

INTERNS MAY:
- Administer a mental health wellness assessment
- Administer a fall risk safety assessment
- Provide general assistance to older adults
- Provide in home assistance and companionship to home bound seniors
- Engage directly in situations and relations to observe and gain awareness and understanding of the impact of aging on individuals.
- Provide resources to seniors that can include access to Senior/Community Centers
- Research specific medical/mental conditions seniors display and learn coping skills to successfully engage seniors

CLEARANCE PROCEDURES:
- Live scan (no cost)
- Proof of current TB test
- Current vaccination record
- Flu shot
- Driver's license
- Proof of auto insurance

Agency Mission:

To extend the healing ministry of Jesus in the tradition of the Sisters of St. Joseph of Orange by continually improving the health and quality of life of people in the communities we serve.

We bring people together to provide compassionate care, promote health improvement and create healthy communities.
St. Jude Medical Center

Internship Program: **Community Care Navigator Intern**

| Address: | 101 E. Valencia Mesa Dr.  
|          | Fullerton, CA  92835  
| Phone:   | (714)992-3000 ext. 4955  
| Fax:     | (714)626-8504  
| Supervisor: | Carrie DeLaurie  
| E-Mail:  | carrie.delaurie@stjoe.org  
| Website: | www.stjudemicalcenter.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: | Occasional weekends and/or nights  

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:
- Provide Case Management and appropriate resources/referrals to homeless patients with mental health issues, drug and alcohol addictions, medical conditions and other high barriers that have left these individuals homeless or contribute to their continued homelessness.
- Place follow up phone calls to those patients who were seen by other social workers that may need additional or more detailed information on resources.
- Coordinates, organizes and completes inventory within the Community Closet and obtains needed emergency assistance items for homeless patients such as clothing and hygiene supplies.
- Assist with setting patient follow-up appointments with physician and arranges transportation if needed. Also will be placing calls to remind patients regarding any appointments they may have.
- Attend community meetings where homeless services, non-profits, congregations, mental health provides, etc. gather to discuss the complex issues of homelessness as well as to share resources.
- Provide street outreach to the homeless within the cities of Fullerton and Brea alongside Coast to Coast and the Fullerton Police Homeless Liaison Officers.
- Collect and update resources that are distributed to the homeless such as shelters, housing, food & clothing, detox & rehab facilities, mental health support and many other valuable resources.

Agency Mission:
To extend the healing ministry of Jesus in the tradition of the Sisters of St. Joseph of Orange by continually improving the health and quality of life of people in the communities we serve.

We bring people together to provide compassionate care, promote health improvement and create healthy communities.
## St. Jude Medical Center

**Internship Program:** Senior Services/Case Management  
**Address:** 130 W. Bastanchury Road  
Fullerton, CA 92835  
**Phone:** (714)446-7035  
**Fax:** (714)446-7045  
**Supervisor:** Karyl L. Dupee, MFT  
**E-Mail:** karyl.dupee@stjoe.org  
**Website:** www.stjudemedicalcenter.org/

**Paid Internships Available:** No  
**Other Hours:** Some weekend hours and other hours as needed.

### Description of Internship

**INTERNSHIPS OPPORTUNITIES INCLUDE:**
- Direct Client Contact  
- Community Case Management  
- Participate in on-site classes/groups (Senior Resources 101, Healthy Living with Chronic Conditions, etc.)  
- Attend Professional seminars, trainings, and conferences  
- Attend Health Fairs and multi-agency collaborations  
- Develop broad-based resources  
- Potential inter-faith ministry opportunities

**INTERNS NEED:**
- Strong communication and good computer skills  
- Reliable transportation and time management abilities

### CLEARANCE PROCEDURES

- Live scan (no cost)  
- Proof of current TB test  
- Current vaccination record  
- Flu shot  
- Driver's license  
- Proof of auto insurance

**Agency Mission:** To extend the healing ministry of Jesus in the tradition of the Sisters of St. Joseph of Orange by continually improving the health and quality of life of people in the communities we serve.

We bring people together to provide compassionate care, promote health improvement and create healthy communities.
Internship Program: **Gerry House**  
Address: 1225 W. 6th St.  
Santa Ana, CA 92703  
Phone: (714)972-1402  
Fax: (714)972-1519  
Supervisor: Carol Nash  
E-Mail: cnash@straighthalkcounseling.org  
Website: www.straighttalkcounseling.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:**

- Elderly Services  
- Substance Abuse  
- Counseling Services  
- Administrative/Computers

**Description of Internship:**

- Interns will:  
  - Learn basic internal and structural functions of program  
  - Learn therapeutic processes, and HIV education  
  - Learn about chemically dependent (IV users) and/or people with HIV  
  - Learn basic networking skills and limit setting  
  - Learn basic group dynamics  
  - May assist with group therapy sessions under the supervision of a licensed Counselor or other staff member (Some dual diagnosis cases, treatment planning, psychosocial assessments, crisis intervention, therapy, supervision and group supervision.)

**NOTE** - Live Scan can take up to 6 weeks to clear.

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**Agency Mission:**

Gerry House is a 3 month residential drug treatment program which specializes in care for HIV+ individuals, IV users, and for individuals on methadone treatment. The facility is state licensed to care for twelve residents, and provides 24-hour professionally supervised housing, drug treatment, psychological counseling, and group counseling. The 3-month program ensures residents are free of illicit drugs and fully prepared to re-enter the community. Gerry House is a bio-psycho-social recovery model program. Residents are taught sober-living coping skills and relapse trigger identification through a series of weekly therapy groups. Daily groups, chores, journaling, and therapeutic milieu help define a structure to help residents move through a series of three phases. As residents gain the skills necessary for drug-free living and move up in phases, they attain more responsibility and freedom to integrate into the community. Group focus is on cognitive behavior treatment and behavior modification.
Su Casa ~ Ending Domestic Violence

**Domestic Violence Advocacy Services**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Domestic Violence Advocacy Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>3840 Woodruff Ave #203</td>
</tr>
<tr>
<td></td>
<td>Long Beach, CA 90808</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(562) 421-3297 OR 402-4888</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>(562) 421-8117</td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Christina Kreachbaum</td>
</tr>
<tr>
<td><strong>E-Mail:</strong></td>
<td><a href="mailto:christina@sucasadv.org">christina@sucasadv.org</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.sucasadv.org">www.sucasadv.org</a></td>
</tr>
<tr>
<td><strong>Paid Internships Available:</strong></td>
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</tr>
<tr>
<td><strong>Background Clearance:</strong></td>
<td>Yes</td>
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</tbody>
</table>

**Description of Internship:**

**NOTE** Internship applicants should contact Su Casa for an interview at least 5 months prior to the beginning of the internship semester so the agency can arrange for the training and background check.

Interns accepted at Su Casa are required to commit to intern at the agency for at least two semesters to gain full benefits of advocating for victims/survivors and to understand the cycle of services.

This internship is an exciting fieldwork opportunity for students of human services and related disciplines to gain experience in providing services to men, women, and children who are victims/survivors of domestic violence including individual and group counseling, clinical case management, legal advocacy, information and referral, and community education and outreach.

The State of California requires that all interns at a domestic violence agency must clear criminal background check and complete a training of at least forty hours on counseling and advocating for victims PRIOR to working directly with survivors of domestic violence. Su Casa will cover the cost of training and background check.

Su Casa is comprised of a 22-bed, 30-day Crisis Shelter Program, a 24-bed, 12-month Transitional Living Program.

**Prefer interns be bilingual in Spanish and English**

**Agency Mission:**

Su Casa’s mission is to empower individuals and families to live free from domestic abuse and to build partnerships with communities to end domestic violence.

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

**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: Family Court Services Assistant

| Address: | 341 The City Drive, Room 507  
Orange, CA  92863 |
| Phone: | 657-622-6162 |
| Fax: | (714)647-4897 |
| Supervisor: | Vanessa Martinez |
| E-Mail: | v3martinez@occourts.org |
| Website: | www.occourts.org |
| Paid Internships Available: | No |
| Background Clearance: | Yes |

**Through this Internship:**

| Students Gain Experience With: | ✓ Children/Youth  
✓ Families/Couples  
✓ Administrative/Computers |
| Elderly Services | Substance Abuse |
| Health Issues | Counseling Services |

**Description of Internship:**

Interns could work in one of the following positions:

1. **Family Court Services Clerical Support:** perform a variety of work that supports the clerical and judicial staff at Family Court that includes: assistance with copy work, preparing packets, filing, answering phones, preparing case files, and scheduling appointments. The position is available Monday - Friday from 8:30 am - 5:00 pm.

2. **Keeping Kids Safe Intake Coordinator:** assist parents in completing intake paperwork after court hearing when ordered to supervised visitation services at one of the non-profit agencies; explain the rules of the programs so successful transitions can occur at the non-profit visitation center. This position is available Monday - Friday from 8:30 am - 5:00 pm.

**Background Clearance:**

- Complete an application and attend an interview
- Fingerprint/pass criminal background check

**Agency Mission:**

Serve the public by administering justice and resolving disputes under the law, thereby protecting the rights and liberties guaranteed by the constitutions of California and of the United States.

**Core Values/Guiding Principles:**

- Fair
- Accessible
- Impartial
- Consistent
- Efficient (Timely)
- Effective (Quality)
- Independent (Free from Bias)
**Student Services Intern**

**POSITION SUMMARY:**

The role of the Student Services Intern is to assist in programs and services delivered by the Student Services department of Taller San Jose. The primary goal of Student Services is to provide a system of support services that promotes self-improvement and enhances a student’s successful completion of a TSJ training program, attainment of employment, and employment retention.

Interns will have an opportunity to shadow Case Managers, assist with life skills, job readiness and personal development workshops, alumni follow-up and relations, and be provided the potential opportunity to have one-on-one student contact (based on experience). This position will work closely with the Director of Student Services, Alumni Services Coordinator and Case Managers at TSJ.

**RESPONSIBILITIES/EXPERIENCE PROVIDED:**

The following is a list of opportunities an Intern would be provided with; the exact duties could vary from semester to semester, however any deviations from this would be expressed to an Intern at the interview.

*Interns will become acquainted with the nature, functions and services of a non-profit agency
*Assist in alumni services with follow-up and on-going relationship building
*Coordinate and/or teach life skills and/or personal development workshops for students and alumni
*Opportunity to shadow Case Managers
*Opportunities to provide one-on-one informal counseling, job readiness development, tutoring to students as needed (based on experience).

**Description of Internship:**

Through this Internship, Interns can gain experience with:

- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: at-risk youth/adults
- Health Issues
- Counseling Services
- Administrative/Computers
- At-risk youth/adults
- Substance Abuse
- Counseling Services
- 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: Occasional evening or Sat. for special events

**Background Clearance:** Yes

**Internship Program:**

**Agency Mission:**

Taller San Jose’s mission is to help walk young lives (18-28) out of poverty.
### The Eddie Nash Foundation

**Camp to Belong Orange County**

<table>
<thead>
<tr>
<th>Address:</th>
<th>1717 W. Orangewood Ave. Suite I Orange, CA 92868</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>714-921-3851</td>
</tr>
<tr>
<td>Fax:</td>
<td>714-634-2595</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Lauren Pollack</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:lauren@eddienashfoundation.org">lauren@eddienashfoundation.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.eddienashfoundation.org">www.eddienashfoundation.org</a></td>
</tr>
</tbody>
</table>

**Agency Mission:**

To create an enlightened world without violence, by breaking the cycle of hate resulting from abuse, prejudice and all forms of violence affecting our youth, through development and execution of community based programs that empower foster youth to succeed in life.

### Internship Details

- **Internship Program:** Camp to Belong Orange County
- **Address:** 1717 W. Orangewood Ave. Suite I Orange, CA 92868
- **Phone:** 714-921-3851
- **Fax:** 714-634-2595
- **Supervisor:** Lauren Pollack
- **E-Mail:** lauren@eddienashfoundation.org
- **Website:** www.eddienashfoundation.org
- **Paid Internships Available:** No
- **Background Clearance:** Yes

**Description of Internship:**

- Check voicemails / return messages/camp related phone calls
- File and organize data
- Marketing
- Help with check in/Registration at events
- Help to organize spreadsheets and information for youth
- Help with programming for camp activities and organizing of donations and materials for camp

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

- Children/Youth
- Families/Couples
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs

**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:

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**Camp To Belong** is a designed program specifically focused on the sibling relationship. The activities our youth experience helps them build childhood memories that will last a lifetime. Camp is also a great opportunity for campers to meet others who have experienced similar situations. We often witness mutual support and understanding among campers, especially during challenging times. The camp has proven an invaluable and memorable experience for campers and counselors alike. Camp to Belong has been actively reuniting brothers and sisters placed in separate foster, adoptive or kinship homes since 1995.

**E-Mail:** lauren@eddienashfoundation.org

**Website:** www.eddienashfoundation.org

**Background Clearance:** Yes
The Eddie Nash Foundation

Internship Program:  **Passports to Success**  
Address:  1717 W. Orangewood Ave. Suite I  
Orange, CA 92868  
Phone:  714-921-3851  
Fax:  714-634-2595  
Supervisor: Lauren Pollack  
E-Mail: lauren@eddienashfoundation.org  
Website: www.eddienashfoundation.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  ☑ Tutoring Services  ☑ Person w/ Disabilities  
□ Elderly Services  □ Substance Abuse  □ Recreation Programs  Other:  
□ Health Issues  □ Counseling Services  □ Administrative/Computers  

*Check voicemails/return messages/related phone calls  
*File and organize  
*Marketing  
*Help with check in/Registration at events  
*Help to organize spreadsheets and information for youth life skills  
**Inventory/prep for workshops  
Passports to Success offers learning skills to foster kids enabling them to succeed, be inspired and participate in their own educational success stories. Passports to Success coaches and mentors students, providing them with the basic life skills that will be necessary components to living a successful, independent life outside “the system.”

Description of Internship:  

Agency Mission:  
To create an enlightened world without violence, by breaking the cycle of hate resulting from abuse, prejudice and all forms of violence affecting our youth, through development and execution of community based programs that empower foster youth to succeed in life.
The Gary Center

Internship Program: **Case Management**

Address: 341 Hillcrest Street  
La Habra, CA 90631

Phone: (562)691-3263 ext. 105
Fax: (562)690-5063
Supervisor: Cinthya Islas
E-Mail: cislas@garycenter.org
Website: www.garycenter.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
- Administrative/Computers
- Health Issues
- Counseling Services
- Other:

Description of Internship: First point of clients (via phone calls or in person) who are seeking services. The case manager gathers their information, explains our services and links them to service at our agency or outside services.

CASE MANAGER -
- Tend to future clients (via phone calls or walk-ins) who are seeking services and gather their information. Case Managers explain services and link them to clients. Case managers also participate in other projects including but not limited to survey data collections, reports, front office activities and special agency projects.

BACKGROUND CLEARANCE -
- Live scan ($20- we pay for it)
- Check from Department of Probation (Free)
- We handle all forms. Process takes about 2 weeks.

Agency Mission: Our mission is to provide quality, affordable community-based services to families and individuals. The primary emphasis is on child well-being, educating and supporting the entire family, and fostering a healthy community.
**Human Services Internship**

**Description:**
The Sheepfold is looking for qualified interns to partner with us in providing shelter and hope to women with children who are affected by domestic violence and/or homelessness. Our interns serve in one or more of our facilities by participating in the various day to day tasks of managing a shelter.

The intern should be prepared to work in an environment that requires flexibility and teamwork, and will complete the internship having gained knowledge about domestic violence and how this family dynamic impacts the psychosocial, physical, and spiritual development of women and their children.

**Responsibilities:**
- Observe and participate in case management as appropriate.
- Provide supervision to children including: child care, tutoring, developmental activities, or mentoring as appropriate and/or as needed while moms are participating in daily household responsibilities.
- Promote and maintain a professional standard of ethics and confidentiality.
- Assist in developing and maintaining an environment where safety and health are maintained and promoted.
- Participate in reflective practices that will assist in self-supervision and case note writing, as well as providing insight to supervisors about your daily tasks and personal thoughts.
- Practice and evaluate the use of the 12 Standards for Clinical Social Work.
- Gain knowledge about self-care in the Human Services profession.
- Participate in supervision both from your direct supervisor and in monthly group Internship Meetings.
- Attain an in-depth education on Domestic Violence

**Background Clearance Procedures**
LIVE SCAN and DOJ Background check $10-$15 (depending on where it is done)
Waiver of Liability - No Cost

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**Agency Mission:**
To equip mothers suffering from homelessness or abuse for successful independent living with hope for the future.

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**Revised:** 7/25/2016  15-16
**THINK Together**

**Internship Program:** After School Program

**Address:** 2101 - A E. Fourth St.,
Santa Ana, CA 92705

**Phone:** (714)543-3807 X 8142

**Fax:** (714)242-7690

**Supervisor:** Chris Melendez

**E-Mail:** cmelendez@thinktogether.org

**Website:** www.thinktogether.org

**Paid Internships Available:** Yes

**Background Clearance:** Yes

Through this Internship:

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

**Description of Internship:**

**PAID INTERNSHIPS**: Only if eligible for Federal Work Study

**GENERAL INFORMATION:**

THINK Together operates several programs located in the following areas: Santa Ana, Orange, Costa Mesa, Azusa, Duarte, Whittier, Los Nietos, Little Lake, Bassett, Baldwin Park, Norwalk/La Mirada, Yucaipa, Romoland, Redlands, Lake Elsinore, Banning, Fontana, Jurupa, Cucamonga, Ontario/Montclair, Pomona.

Teams of staff and volunteers provide homework help, tutoring, support and encouragement for students in the after school programs. Interns may choose to work at elementary or middle schools, or community centers. Office and department placements are also available (Programs & Operations, Volunteer Development, Resource & Curriculum, Marketing, Public Relations, Events Planning).

**TYPICAL RESPONSIBILITIES:**

- Work under the direction of the site coordinator or department manager.
- Offer assistance with homework and other school related subjects, working in small groups and with individuals.
- Participate in enrichment activities and special events
- Help organize student records and files
- Assist the director and staff in maintaining proper discipline of students
- Assist in the evaluation and assessment of student's progress
- Help prepare the Learning Center (set-up and clean-up)
- Help develop learning strategies and programs.

**Other Hours:**

- After school program: M-F 1:00 p.m. - 6:00 p.m. (flexible to students schedule)

**Academic year only (Aug/Sept/May/June)**

**Agency Mission:**

THINK Together’s mission is to provide high quality academically-oriented after school programs for K-12 students regardless of race, creed, or socioeconomic status.
Thomas House Temporary Shelter

**Children's Homework Program Assistant**

- **Address:** 12601 Morningside Ave. #6
  Garden Grove, CA 92843
- **Phone:** (714) 554-0357 x104
- **Fax:** (714) 265-0640
- **Supervisor:** Phuong Tran
- **E-Mail:** phuong@thomashouseshelter.org
- **Website:** www.thomashouseshelter.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:**
- Mon to Thurs. 4:00 to 8:00 pm
  One Saturday per month 10:00 am to 2:00 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
- Academic year only (Aug/Sept-May/June)
- Health Issues
- Counseling Services
- Administrative/Computers
- Homelessness; Family Shelter

**Description of Internship:**

**RESPONSIBILITIES:**
- Supervise children during program hours
- Facilitated computer activities
- Tutoring
- Mentoring
- Aiding with arts & crafts projects
- Help with monthly birthday parties
- Assist in clean-up every night after the Children’s Program
- Interns will be responsible for taking on a project, or developing their own (ex: Garden Project, Music Lessons, Teen Program, Case Management, etc.)
- Formulate ideas for program plan
- Evaluate program and offer feedback for improvement
- Assist in supervision of Children’s Program, including: organization of supplies, preparation of monthly bulletin boards, and assist in safeguarding the Children’s Program room from hazards and maintaining cleanliness
- Bi-monthly meetings regarding program evaluation, project updates, & needs

**REQUIREMENTS:**
- Ability to work as a member of a team
- Organizational Skills
- Willingness to assist with maintaining a clean environment
- Flexible and Responsible
- Creativity and patience in working with children

**LEARNING OPPORTUNITIES:**
- Interns will adopt a project and see how their work directly influences Thomas House and the children
- Interns will work within and be able to observe a nonprofit environment
- Interns will be able to work directly with the children as well as behind the scenes in case management
- Interns must complete an orientation to understand the rules of working with children
- Interns must demonstrate understanding of professional ethics and legal issues
- Interns learn to practice effective interpersonal and professional skills

**Agency Mission:**

The mission of Thomas House is to provide a safe, supportive environment and the resources necessary for homeless families with children to remain together while empowering them to become independent and self-sufficient.

Revised: 7/25/2016 15-16
Purpose: Thomas House's goal is to lift families from homelessness and instability to independence and self-sufficiency. Our Children’s Program currently enriches the lives of about 10 homeless and low-income students. To promote positive youth development, we work with teens to help them meet program goals of increasing academic achievement and decreasing at-risk behavior. Teens need special attention at this time in their lives as they often get left behind, ignored, or have the responsibility of looking after younger siblings.

Location: Teen Program Intern meets on site. Teen meetings are held once a week on Thursday evenings.

Key Responsibilities:
- Attend the Children's Program twice a week
- Attend and lead the Teen Program twice per week
- Plan organized activities and/or weekend field trips for the teens twice per month (10+ teens and 2+ adult supervisors)
- Organized activities include: guest speakers; piano lessons; guitar lessons; athletic conditioning; arts and craft project, etc.
- Field Trips include: bowling; Aquarium of the Pacific; sports games; movie; Santa Ana Zoo; Boomers, etc.
- Create a proposal/calendar for 10 weeks of activities and field trips

Reports to: Children’s Program Coordinator

Length of Appointment: Teen Program Intern must commit to 4 months of service

Time Commitment: 6-10 hours per week, occasional weekends

Qualifications: Ability to be patient, flexible, assertive, and creative; Good organization skills; communication skills; ability to relate to teens while remain professional and ethical.

Support: Children’s Program Intern meets with Children’s Program Coordinator to discuss responsibilities of position, project updates and needs, and proposal review and support.

Age Requirement: Either pursuing or completion of a BA/BS degree

Number of Positions Available per Semester: 2

Agency Mission: The mission of Thomas House is to provide a safe, supportive environment and the resources necessary for homeless families with children to remain together while empowering them to become independent and self-sufficient.
**Transitional Shelter Case Management**

**Purpose:** Through our transitional shelter program, Thomas House works intensively with families providing them with the life skills and resources to become independent. To apply to the program, potential clients must call the hotline. The Case Management Intern makes call-backs and conducts phone interviews.

**Location:** Case Management Intern must work on site.

**Key Responsibilities:**
- Check the hotline every other day, Monday-Friday. Turn in the hotline log to supervisors.
- Conduct phone interviews for potential candidates.
- Meet with Case Manager(s) once per week to discuss potential clients.
- Update Employment Room
- *Update job postings; research job fairs or events; research resources in the community; make appointments with residents who need basic computer assistance; organize files in the employment room*
- Update Resources
- *Update resources we already have and research other resources pertinent to the services clients need (i.e. free dental clinics, insurance not required medical offices but affordable, etc.)*
- Research parenting/life skills presenters in Orange County
- Attend Parenting Classes Thursday evenings from 5:30-7pm (optional)
- If HMIS trained, must enter information into database and/or make reports

**Reports to:** Case Manager & Children’s Program Coordinator

**Length of Appointment:** Case Management Intern must commit to 4 months of service

**Time Commitment:** 6 hours per week

**Training:** If interested for HMIS training, must commit to 2 semesters of service

**Qualifications:** Fluent in Spanish (preferred); good communication skills

**Agency Mission:** The mission of Thomas House is to provide a safe, supportive environment and the resources necessary for homeless families with children to remain together while empowering them to become independent and self-sufficient.
**Hospice Intern**

**Address:** 310 Commerce Ste. 200
Irvine, CA  92602

**Phone:** (714)734-2723 x 2723
**Fax:** (714)734-2780

**Supervisor:** Judy Andoe
**E-Mail:** judy.andoe@vitas.com
**Website:** www.vitas.com

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

*Through this Internship, students gain experience with:*
- Elderly Services
- Families/Couples
- Health Issues
- Counseling Services
- Administrative/Computers
- Substance Abuse
- Tutoring Services
- Recreation Programs
- Other: Terminal illness, Hospice

**Description of Internship:**

**INTERNSHIPS AVAILABLE THROUGHOUT ALL PARTS OF OC and selected parts of LA COUNTY AS WELL (Whittier, La Habra, La Mirada, and Norwalk)**

**JOB RESPONSIBILITIES:** - may include, but not limited to:
- Provides companionship for the patient and family
- Provides emotional and psychosocial support to the patient/family
- Participates in appropriate recreational activities geared to patient/family interests including, but not limited to, entertainment, special events, reading, and letter writing
- Bereavement support calls
- Telephone assurance calls to home patients
- Assists with orientation of new volunteers
- Participates as a member of the Interdisciplinary Team of Care
- Provides respite care for family
- Documenting all services provided
- Assisting with bereavement groups
- Administrative assist
- Assist music therapist if intern has musical background

**MEDICAL CLEARANCE REQUIRED:** Current TB clearance (paid by VITAS)
- Background Check (Paid by VITAS)

**I DAY TRAINING REQUIRED:** To be paid by Vitas

**Agency Mission:**

VITAS Values:
- *Patients and families come first.*
- *We take care of each other.*
- *I'll do my best today and do even better tomorrow.*
- *I am proud to make a difference.*
We Care of Los Alamitos

Internship Program: WE CARE FAMILY SUPPORT CENTER
Address: 3788 Cerritos Ave.
Los Alamitos, CA 90720
Phone: (562)598-9790
Fax: (562)596-9918
Supervisor: Mayte Larios
E-Mail: mayte@wecarelosalamitos.org
Website: www.wecareoflosalamitos.org

Paid Internships Available: No
Background Clearance: No

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

Description of Internship:
INTERN COULD PARTICIPATE IN ONE OF THE FOLLOWING POSITIONS:

CASE MANAGER: Intern will conduct intake interviews, assess client needs, and match clients with appropriate services. Intern provides on-going case management, which includes budgeting, referrals, and providing access to emergency services including food, clothing, utility and rental assistance. Intern will give instruction on job search skills, and act as an advocate for client access to CalWorks, Medical and Mental Health.

ASSISTANT TO PROJECT COORDINATOR: Intern will assist in the planning, development and implementation of Family Resource Center services. Intern will help plan and develop budgets, outreach activities, and project reports, and prepare outcomes measurements.

Agency Mission:
Our mission is to do our best to keep families within our community safely housed, by providing a comprehensive, seamless range of services that begin by preventing homelessness whenever possible. We recognize the importance of preventing homelessness as a crucial strategy in the elimination of homelessness.

VISION STATEMENT: We Care's vision is to identify how to administer the basic services needed to prevent homelessness. We provide the underprivileged and the poorest members of society with the financial support they need to prevent them from losing their homes.
<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Family Oasis Family Resource Center (Family Oasis FRC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>131 W. Midway Dr. Anaheim, CA 92805</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714)517-7107</td>
</tr>
<tr>
<td>Fax:</td>
<td>(949)900-3243</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Cyril Abitan</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:cy.abitran@westernyouthservices.org">cy.abitran@westernyouthservices.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.westernyouthservices.org">www.westernyouthservices.org</a></td>
</tr>
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<td>Paid Internships Available:</td>
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<th>Students will assist with the following activities, including, but not limited to:</th>
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<tbody>
<tr>
<td></td>
<td>• Help with intake paperwork – support for intake specialists</td>
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<tr>
<td></td>
<td>• Assist in facilitating workshops, support groups, events and other functions pertaining to Family Oasis Family Resource Center</td>
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<td></td>
<td>• Develop group curriculum</td>
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<td></td>
<td>• Update and create new PowerPoint presentations</td>
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<td></td>
<td>• Shadow Outreach &amp; Engagement/ACT Specialists</td>
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<tr>
<td></td>
<td>• Research resources and services for clients and families and input information into documented system</td>
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<tr>
<td></td>
<td>• Follow up with the client and/or client’s clinician to determine if they “linked” (called and received services)</td>
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<tr>
<td></td>
<td>• Attend events, workshops and meetings with Outreach &amp; Engagement/ACT Specialists</td>
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<tr>
<td></td>
<td>• Plan, prepare and implement projects and procedures for effective community outreach and enrichment</td>
</tr>
<tr>
<td></td>
<td>• Data entry and administrative duties</td>
</tr>
<tr>
<td></td>
<td>• Responsible for documentation of program data and statistics</td>
</tr>
<tr>
<td></td>
<td>• Lunch club support for Behavioral Health Aides</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>NOTE:</strong></th>
<th>2 Semester internship preferred but not required.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Live scan required and will be reimbursed by agency</td>
</tr>
</tbody>
</table>

| Agency Mission: | Empowering youth and family through prevention and specialized services that enrich mental health and wellness. |

Revised: 7/25/2016 15-16
**Western Youth Services**

**Outreach & Engagement (South County)**

- **Address:** 26137 LaPaz Rd. STE230
  Mission Viejo, CA  92691
- **Phone:** (949)595-0296
- **Fax:** (NONE)
- **Supervisor:** Dania Lizalde
- **E-Mail:** dania.lizalde@westernyouthservices.org
- **Website:** www.westernyouthservices.org

**Internship Program:**

<table>
<thead>
<tr>
<th>Through this Internship</th>
<th>Students Gain Experience With:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Children/Youth</td>
</tr>
<tr>
<td></td>
<td>Elderly Services</td>
</tr>
<tr>
<td></td>
<td>Health Issues</td>
</tr>
</tbody>
</table>

**Description of Internship:**

Students will assist with the following activities, including, but not limited to:

- Help with intake paperwork – support for intake specialists
- Assist in facilitating workshops, support groups, events and other functions pertaining to Outreach & Engagement
- Develop group curriculum
- Update and create new PowerPoint presentations
- Shadow Outreach & Engagement/ACT Specialists
- Research resources and services for clients and families and input information into documented system
- Follow up with the client and/or client’s clinician to determine if they “linked” (called and received services)
- Attend events, workshops and meetings with Outreach & Engagement/ACT Specialists
- Plan, prepare and implement projects and procedures for effective community outreach and enrichment
- Data entry and administrative duties
- Responsible for documentation of program data and statistics

**NOTE:**

2 Semester internship preferred but not required.
Live scan required and will be reimbursed by agency

**Agency Mission:** Empowering youth and family through prevention and specialized services that enrich mental health and wellness.
Westminster Senior Center

Internship Program: Programs for the Elderly

Address: 8200 Westminster Blvd.
           Westminster, CA 92683
Phone: 714-895-2878
Fax: 714-379-9564
Supervisor: Claire Hutchinson
E-Mail: chutchinson@westminster-ca.gov
Website: www.westminster-ca.gov/depts/cs/senior/defa

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 □ Recreation Programs Other:
□ Health Issues □ Counseling Services □ Administrative/Computers Overview of a thriving, Multi-Purpose Senior Center with Intergeneration program.

Description of Internship:

INTERNS WILL:
* Interact with the seniors on a daily basis
* Help with administrative work, birthday cards, flyers, display case, and meals program
* Experience a multi-purpose senior center with its classes and special activities

Agency Mission: To promote the physical, emotional, spiritual, and economic well-being of older adults as they are encouraged to participate in all aspects of community life.

Services for frail: home-bound elders will be coordinated/brokered by the Center to assist elders in remaining in their homes when appropriate.
Westminster Senior Center

Internship Program: **Project SHUE**

Address: 8200 Westminster Blvd.
Westminster, CA 92683

Phone: 714-895-2878
Fax: 714-379-9564

Supervisor: Claire Hutchinson
E-Mail: chutchinson@westminster-ca.gov
Website: www.westminster-ca.gov/depts/cs/senior/defa

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, Students Gain Experience With:

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

Other Hours: Meets M - TH 1:30-5:00 p.m.

Description of Internship:
This is an intergenerational program for Seniors and Youngsters -- it involves seniors who tutor young children (1st, 2nd, and 3rd graders) to help keep them off the streets.

INTERNS WILL:
* Assist seniors with the tutoring
* Provide basic teacher aide

** Must like working with children and seniors**

**This intergenerational program, meets Monday - Thursday through the school year from 1:30-5:00 p.m.**

Agency Mission:
To promote the physical, emotional, spiritual, and economic well-being of older adults as they are encouraged to participate in all aspects of community life.

Services for frail: home-bound elders will be coordinated/brokered by the Center to assist elders in remaining in their homes when appropriate.

Revised: 7/25/2016 15-16
**Whittier Area First Day Coalition**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Whittier's First Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>12426 Whittier Blvd.</td>
</tr>
<tr>
<td></td>
<td>Whittier, CA  90602</td>
</tr>
<tr>
<td>Phone:</td>
<td>(562)493-4097</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)945-8766</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Anna Erro</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:anna@whittierfirstday.org">anna@whittierfirstday.org</a>.</td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.whittierfirstday.org">www.whittierfirstday.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:**
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Administrative/Computers
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Homeless
- Health Issues
- Counseling Services
- Counseling Services
- Counseling Services

**Description of Internship:**

The student can choose to intern in these 3 areas:

**OUTREACH NAVIGATOR**
The Intern Outreach Navigator assists the Outreach Navigator in organizing, mobilizing and informing the organizations target population.

Duties:
* Under the direction of the Outreach Navigator, engages and offers services and housing to all the individuals indentified at locations within the Programs areas of responsibility.
* Maintains clear and formal records of all contacts with individuals and organizations; assists with the preparation of weekly reports on activities.
* Conducts follow-up activities at least once per hotspot or more frequency if necessary.
* Bilingual in English/Spanish preferred.

**ADMINISTRATION ASSISTANT**
Perform a wide range of administrativie and office support activities and facilitates the efficient operation of the organization

Duties:
* Assist with various program operations as requested
* Produce and provide reports/spreadsheets
* Type and word process documents as needed
* Assist with various program operations as requested and as responsibilities permit
* Assist staff with administrative duties as requested
* Assist with typing and arranging policies and procedures

**SOCIAL MEDIA**
The social media intern will be instrumental in increasing our social media presence.

Duties:
* Implement strategies to increase awareness of Whittier Area First Day Coalition
* Build and maintain relationships with supporters through social media
* Engage with industry specific blogs and online communications
* Establish a presence on media sites- Facebook, YouTube, and LinkedIn
* Assist with content management of the website

**Agency Mission:** To help the homeless and at-risk individuals transition toward self-sufficiency.
**Whittier City School District**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>After School Tutorial Program - Orange Grove School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>10626 Orange Grove Ave</td>
</tr>
<tr>
<td></td>
<td>Whittier, CA  90601</td>
</tr>
<tr>
<td>Phone:</td>
<td>(562) 789-3200 x3202</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)789-3205</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Raquel Gasporra</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:rgasporra@whittiercity.net">rgasporra@whittiercity.net</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.whittiercity.k12.ca.us">http://www.whittiercity.k12.ca.us</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</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>
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<tr>
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<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>
</tr>
</thead>
<tbody>
<tr>
<td>Hours between 7am-8am &amp; 2:45-3:30pm</td>
</tr>
</tbody>
</table>

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:**  
* Assist students with homework after school on a daily basis  
* Assist remedial students with language arts instructions

**Agency Mission:** Whittier City School District will provide an environment of continuous learning that ensures student achievement in all subject areas, with special focus on literacy, mathematics, and technology.
Whittier City School District

Internship Program: Classroom Aide - Orange Grove School

Address: 10626 Whittier Ave.
          Whittier, CA 90602
Phone: (562)789-3200 x3202
Fax: (562)789-3205
Supervisor: Raquel Gasporra
E-Mail: rgasporra@whittiercity.net
Website: http://www.whittiercity.k12.ca.us

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  ✔️ Recreation Programs  Other:
   ❏ Health Issues  ❏ Counseling Services  ❏ Administrative/Computers

Description of Internship:
Interns will provide instruction to individuals or small groups of students under the direction of a certificated teacher.
Interns will assist the classroom teacher during school hours.

Agency Mission: Whittier City School District will provide an environment of continuous learning that ensures student achievement in all subject areas, with special focus on literacy, mathematics, and technology.

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: Also a Summer School Program - end of June - July, from 8am to 12:15pm

E-Mail: rgasporra@whittiercity.net
Website: http://www.whittiercity.k12.ca.us

Background Clearance: Yes

Revised: 7/25/2016  15-16
**AVID Tutor Expectations**

**Tutors are critical to the success of the AVID program.**

**Being part of a program at the forefront of education is highly challenging and requires extraordinary commitment, yet its rewards are many.**

**More than anything else, tutoring in AVID is the best preparation possible for a career in teaching or in any other job which is people oriented.**

**AVID tutors have the ability to guide students toward academic and personal excellence that will reach far beyond their high school years.**

**As an AVID tutor, you are an active participant in the learning, growth, and personal development of students. Most importantly, you have been selected for this position for your ability to make a positive contribution to the academic and personal achievement of our AVID students.**

- Conduct tutorial sessions that underscore the principle of collaborative learning and the practice of students teaching other students through discussion of class and text notes.
- Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
- Work with students in any phase of the writing process, such as brainstorming, clustering, read arounds, revision, and editing.
- Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
- Reinforce the idea that learning extends far beyond mere studying to form the basis for long term accomplishments.
- Assist students in any subject area, by being familiar with students’ textbooks and materials and AVID classroom resources.
- Evaluate student binders, including calendars, class and textbook notes, and learning logs.
- Assist in teaching study skills and other aspects of college preparation.
- Take responsibility for the tone and atmosphere of the AVID classroom.
- Acknowledge the individuality of all AVID students and work to develop their academic and personal pride.
- Assist the AVID coordinator as requested, such as reviewing course outlines and assignment schedules, helping with field trips, etc.
- Assist in developing a resource file of enrichment materials for use in tutorial sessions.
- Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern.
- Set an example of personal excellence and high expectations for AVID students to follow.

**Agency Mission:**

AVID’s mission is to close the achievement gap by preparing all students for college readiness and success in a global society.
WHW (Women Helping Women/Men2Work)

**Internship Program**

**Address:** 1800 E. McFadden Avenue #1A
Santa Ana, CA 92705

**Phone:** (949) 631-2333
**Fax:** (949) 631-8439

**Supervisor:** Lizet Ceja
**E-Mail:** volunteer@whw.org
**Website:** www.whw.org

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

---

**Description of Internship:**
The Internship Program is a unique opportunity offered by WHW to students. The curriculum has a multidisciplinary approach that, through a rotation system, integrates all areas of the non-profit organization. This structure allows the student to gain experience and first-hand knowledge of all the relevant elements involved in the operation of a non-profit organization.

**Major Responsibilities:**
- Direct Client Service: provide high quality, dignified services to low-income clients while assisting them with professional clothing, computer training and employment readiness services.
- Administrative Support: perform general clerical duties to ensure the organizational operations run smoothly. Greet clients, ensure that the client intake form is completed accurately, and maintain databases. answer telephones, schedule appointments, make copies, fax and file documents.
- Outreach and Volunteer Recruitment: network and promote WHW within the Orange County community. Participate at job fairs, community events, and volunteer recruitment exhibitions.
- Contribution Assessment: receive donations, interact and cultivate new donors.

**Qualifications:**
- Excellent communication and customer service skills.
- Detail oriented.
- Team player.
- Sensitivity toward clients in transition coming from a variety of backgrounds.
- Professional demeanor and dress.

**Schedule and Supervision:**
The opportunity offers a flexible schedule Monday through Saturday. Student will be under direct supervision of the Volunteer Manager and pertinent staff members.

**Agency Mission:**
The mission of WHW is to provide the unemployed and underemployed the skills and resources they need to get and keep a good job. Since 1993, WHW has served over 70,000 job seekers referred by over 275 partner agencies at no charge. Each year more than 8,000 job seekers participate in programs focused on equipping them to be the most marketable candidate for the job they seek. WHW envisions a day when every person in Orange County who wants to work enjoys gainful employment.

---

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Low-income clients seeking employment
- Health Issues
- Counseling Services
- 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:**
- [ ] M-F Regular Business Hrs (9am-5pm)
- [ ] M-F Evenings (5pm-10pm)
- [ ] M-F Nights (10pm-9am)
- [x] Weekend days (9am-5pm)
- [ ] Weekend evenings (5pm-10pm)
- [ ] Weekend nights (10pm-9am)
- [x] Academic year only (Aug/Sept-May/June)

---

**Internship Program:**

**Address:** 1800 E. McFadden Avenue #1A
Santa Ana, CA 92705

**Phone:** (949) 631-2333
**Fax:** (949) 631-8439

**Supervisor:** Lizet Ceja
**E-Mail:** volunteer@whw.org
**Website:** www.whw.org

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

---

**Description of Internship:**
The Internship Program is a unique opportunity offered by WHW to students. The curriculum has a multidisciplinary approach that, through a rotation system, integrates all areas of the non-profit organization. This structure allows the student to gain experience and first-hand knowledge of all the relevant elements involved in the operation of a non-profit organization.

**Major Responsibilities:**
- Direct Client Service: provide high quality, dignified services to low-income clients while assisting them with professional clothing, computer training and employment readiness services.
- Administrative Support: perform general clerical duties to ensure the organizational operations run smoothly. Greet clients, ensure that the client intake form is completed accurately, and maintain databases. answer telephones, schedule appointments, make copies, fax and file documents.
- Outreach and Volunteer Recruitment: network and promote WHW within the Orange County community. Participate at job fairs, community events, and volunteer recruitment exhibitions.
- Contribution Assessment: receive donations, interact and cultivate new donors.

**Qualifications:**
- Excellent communication and customer service skills.
- Detail oriented.
- Team player.
- Sensitivity toward clients in transition coming from a variety of backgrounds.
- Professional demeanor and dress.

**Schedule and Supervision:**
The opportunity offers a flexible schedule Monday through Saturday. Student will be under direct supervision of the Volunteer Manager and pertinent staff members.

**Agency Mission:**
The mission of WHW is to provide the unemployed and underemployed the skills and resources they need to get and keep a good job. Since 1993, WHW has served over 70,000 job seekers referred by over 275 partner agencies at no charge. Each year more than 8,000 job seekers participate in programs focused on equipping them to be the most marketable candidate for the job they seek. WHW envisions a day when every person in Orange County who wants to work enjoys gainful employment!
### Women's Pregnancy Care Clinic

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Client Advocate</strong></th>
</tr>
</thead>
</table>
| **Address:**        | 16147 E. Whittier Blvd.  
|                     | Whittier, CA 90603 |
| **Phone:**          | (562) 902-3803      |
| **Fax:**            | (562) 902-7847      |
| **Supervisor:**     | Samantha Torres-Wright |
| **E-Mail:**         | wpccprdirector@gmail.com |
| **Website:**        | www.pregnancycareclinic.net |
| Paid Internships Available: | No |
| **Hours Interns Can Work:** |  |
| **Other Hours:**    | OPEN HOURS -  
|                     | M+W 11:30am - 6:30pm  
|                     | T+Th 11:30am - 5:00pm |
| **Background Clearance:** | No |

| Through this Internship, ☑ Children/Youth  
| ☐ Elderly Services  
| ☐ Substance Abuse  
| ✔ Health Issues  
| ✔ Counseling Services  
| ✔ Administrative/Computers  
| ☐ Tutoring Services  
| ☐ Recreation Programs  
| ☐ Person w/ Disabilities  
| Other: Working mostly with youth and young women |

| Description of Internship: | Women's Pregnancy Care Clinic provides pregnancy tests, ultrasound, education regarding pregnancy, pregnancy options and sexual health, medical and social services referrals. We offer parenting education & skills, mentoring, and material resources through our Stepping Stones program (see Stepping Stones internship information). All services offered are confidential & free of charge. |

**INTERNS WILL:**  
* Assess client's needs and offer appropriate resources for her personal situation.  
* Assist with miscellaneous administrative duties when not assisting patients.  
* Be available to assist with fundraising and development events.  

**NOTE:**  
- There is no official background clearance necessary.  
- There is an extensive application, interview, and training process.  
- Applicants must agree with clinic's statement of Principles and Faith.  
- 1 year internship. 2 semesters required

| Agency Mission: | Women's Pregnancy Care Clinic is a Licensed medical clinic operating under Christian principles dedicated to empowering men and women to erase the need for abortion by transforming fear into confidence, and to serve those who have been affected by it |

Revised: 7/25/2016  15-16
Stepping Stones

Women's Pregnancy Care Clinic is a pregnancy support to teenagers girls and women experiencing a crisis pregnancy. Meets two evenings a month (1st and 4th Thursday from 6:00 - 8:30 PM).

INTERNS WILL:
- Come alongside and assist in offering encouragement and support to clients
- Have an opportunity to oversee the care of the infants and toddlers during meeting time
- Assist program coordinator in various administrative duties which can be completed at any time (clinic hours & flexible schedules)
- The intern would have the opportunity to make an educational presentation that would benefit these women regarding pregnancy and childcare issues.

NOTE:
- There is no official background clearance necessary.
- There is an extensive application & interview process
- Applicants must agree with Clinic's statement of principles and faith
- 1 year internship, 2 semesters required

Background Clearance: No

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

Other Hours: Thursday Evenings:
- M & W 11:30-6:30pm
- T & TH 11:30-5:00pm

Agency Mission: Women's Pregnancy Care Clinic is a Licensed medical clinic operating under Christian principles dedicated to empowering men and women to erase the need for abortion by transforming fear into confidence, and to serve those who have been affected by it.
**Women's Transitional Living Center**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Women's Transitional Living Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>PO Box 6103</td>
</tr>
<tr>
<td></td>
<td>Orange, CA  92863</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714) 992-1939 x 119</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714) 992-0525</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Sandy Ruiz</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:sruiz@wtlc.org">sruiz@wtlc.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.wtlc.org">http://www.wtlc.org</a></td>
</tr>
</tbody>
</table>

Paid Internships Available: No

<table>
<thead>
<tr>
<th>Background Clearance:</th>
<th>Yes</th>
</tr>
</thead>
</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>
</tr>
<tr>
<td>✔ Weekend days (9am-5pm)</td>
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</tr>
<tr>
<td>✔ Weekend nights (10pm-9am)</td>
</tr>
<tr>
<td>✔ Academic year only (Aug/Sept-May/June)</td>
</tr>
</tbody>
</table>

Through this Internship:  
- ✔ Children/Youth  
- ✔ Families/Couples  
- ✔ Tutoring Services  
- ✔ Person w/ Disabilities  
- ✔ Elderly Services  
- ✔ Substance Abuse  
- ✔ Recreation Programs  
- Other: Women's Shelter; Victim Assistance  
- ✔ Health Issues  
- ✔ Counseling Services  
- ✔ Administrative/Computers  

<table>
<thead>
<tr>
<th>Description of Internship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNS WILL:</td>
</tr>
<tr>
<td>• Answer Hotline</td>
</tr>
<tr>
<td>• Complete Intakes</td>
</tr>
<tr>
<td>• Give Resources</td>
</tr>
<tr>
<td>• Enter Clients</td>
</tr>
<tr>
<td>• Co-Facilitate Groups</td>
</tr>
<tr>
<td>• Assist with Children’s Program (Optional)</td>
</tr>
<tr>
<td>• Shadow/ Assist Case Managers</td>
</tr>
<tr>
<td>• Translation (if bi-lingual)</td>
</tr>
<tr>
<td>• 40-hour Domestic Violence Training</td>
</tr>
<tr>
<td>• Face-to-face Client Interaction</td>
</tr>
<tr>
<td>• And More….</td>
</tr>
</tbody>
</table>

**A one semester commitment is mandatory for interns. Volunteers have a six month commitment.**

** 40 HOUR DOMESTIC VIOLENCE TRAINING is mandatory (offered 2 times per year)**

**Agency Mission:**  
WTLC is a residential emergency shelter program for victims of Domestic Violence or Human Trafficking and their children. We serve up to 50 people at any one time. We have 24-hour hotline/crisis counseling and give many referrals, as well as screen for placement. We offer Domestic Violence Case Management, Counseling, and an Educational Program for our clients and their children.
Working Wardrobes

Internship Program: **Career Center Intern**

Address: 3030 Pullman Street  
Costa Mesa, CA  92626

Phone: (714)210-2460  
Fax: (714)434-2870

Supervisor: Susie Tuttle  
E-Mail: susiet@workingwardrobes.org  
Website: www.workingwardrobes.org

Paid Internships Available: No  
Background Clearance: Yes

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

Description of Internship:
Interns will assist our staff in assessing our clients' skills and needs in regards to career development. Interns will be helping clients by reviewing resumes, conducting practice interviews, sourcing jobs, and maintaining good relationships with our corporate partners. Interns will also assist in planning and executing job fairs, and developing and presenting job workshops. The ideal candidate for this position should have a passion helping others and an interest in Career Development. Excellent interpersonal skills and knowledge of Microsoft office is required. Experience with resume writing, interview technique, business etiquette and job searching websites will be helpful.

As an intern, you will…
* Obtain excellent real world work experience and great networking opportunities  
* Refine and expand your skill set  
* Gain a competitive advantage as you start your career  
* Have access to our career resources and Intern Business & Development Workshops  
* Receive a clothing allotment to build your professional wardrobe

To apply, please submit the following materials to susiet@workingwardrobes.org, or fax to 714-434-2870.

* Completed student intern application  
* Cover letter  
* Current resume  
* Writing sample  
* Additional documents if required

Agency Mission: Working Wardrobes empowers men, women and young adults in life crises to enter the workforce through career development and wardrobe services. We serve a total of 5,000 people in need each year, from 70 social service agencies.
Internship Program: **Client Services Intern**

Address: 3030 Pullman Street  
Costa Mesa, CA 92626

Phone: (714) 210-2460  
Fax: (714) 434-2870

Supervisor: Susie Tuttle  
E-Mail: susiet@workingwardrobes.org  
Website: www.workingwardrobes.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:

☐ Health Issues  ☑ Counseling Services  ☑ Administrative/Computers

Description of Internship:
Interns will assist in planning and executing job fairs, and developing and presenting job workshops. Interns will assist our clients with wardrobe appointments and act as a liaison between personal shoppers and clients. The ideal candidate for this position should have a passion helping others and an interest in Career Development. Excellent interpersonal skills and knowledge of Microsoft office is required. Experience with resume writing, interview technique, business etiquette and job searching websites will be helpful.

As an intern, you will...
* Obtain excellent real world work experience and great networking opportunities
* Refine and expand your skill set
* Gain a competitive advantage as you start your career
* Have access to our career resources and Intern Business & Development Workshops
* Receive a clothing allotment to build your professional wardrobe.

To apply, please submit the following materials to susiet@workingwardrobes.org, or FAX to 714-434-2870.

* Completed student intern application  
* Cover letter  
* Current resume  
* Writing sample  
* Additional documents if required

Agency Mission:
Working Wardrobes empowers men, women and young adults in life crises to enter the workforce through career development and wardrobe services. We serve a total of 5,000 people in need each year, from 70 social service agencies.
**Working Wardrobes**

**Internship Program:** Special Event Intern

**Address:** 3030 Pullman Street  
Costa Mesa, CA 92626

**Phone:** (714)210-2460  
**Fax:** (714)434-2870

**Supervisor:** Susie Tuttle  
**E-Mail:** susiet@workingwardrobes.org  
**Website:** www.workingwardrobes.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:** Monday and/or Tuesday evenings

**Through this Internship, Students Gain Experience With:**
- [x] Children/Youth  
- [ ] Families/Couples  
- [ ] Tutoring Services  
- [ ] Person w/ Disabilities  
- [ ] Elderly Services  
- [ ] Substance Abuse  
- [ ] Recreation Programs  
- [ ] Job training / motivational counseling; Victim Assistance  
- [ ] Health Issues  
- [ ] Counseling Services  
- [ ] Administrative/Computers  
- [ ] Other:  

**Description of Internship:**
As a Special Events intern, you will work closely with staff to provide support for Working Wardrobes special events. Responsibilities include: handling the logistical details for both client services and fundraising events, preparing and creating event materials, database entry and mailings. You will also coordinate with staff to act as a point of contact for events and keep close phone and email correspondence with vendors, employers, and special guests. Qualified candidates must possess the following qualities: detailed oriented, a team player, a multi-tasker, strong organization skills. Excellent customer service skills, knowledge of Microsoft Office and an understanding of general office equipment are important.

As an intern, you will...
- *Obtain excellent real world work experience and great networking opportunities*
- *Refine and expand your skill set*
- *Gain a competitive advantage as you start your career*
- *Have access to our career resources and Intern Business & Development Workshops*
- *Receive a clothing allotment to build your professional wardrobe.*

To apply, please submit the following materials to susiet@workingwardrobes.org, or fax to 714-434-2870.

- *Completed student intern application*
- *Cover letter*
- *Current resume*
- *Writing sample*
- *Additional documents if required*

**Agency Mission:** Working Wardrobes empowers men, women and young adults in life crises to enter the workforce through career development and wardrobe services. We serve a total of 5,000 people in need each year, from 70 social service agencies.
YMCA Anaheim Family

Internship Program: Academic Mentor

Address: 240 S. Euclid Ave.
Anaheim, CA 92802

Phone: (714)635-9622
Fax: (714)635-8151

Supervisor: Ashley Tanos
E-Mail: atanos@anaheimymca.org
Website: http://www.anaheimymca.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: M-F 2:30-6:00 pm
Minimum of 1 hr/wk
Minimum of 1 semester commitment. 2 semester's preferred

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:
***SPECIAL REQUIREMENTS***
- 2-hr. Orientation/Training
- Background Check
- Fingerprinting
- TB Test
- Knowledge of English Grammar
- Minimum Age: College Student
- Must commit for 9 months or longer

DUTIES INCLUDE:
- Develop & implement character development curriculum
- Provide homework assistance/tutor to individual or small group of students
- Provide reading assistance and activities to students
- Assist in enrichment, such as arts and crafts or drama activities and recreation, such as sports or outdoor activities
- Participate in various staff and school site meetings.
- Facilitate focus groups & administer surveys to gather student feedback regarding afterschool program

Agency Mission: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Revised: 7/25/2016 15-16
### YMCA Anaheim Family

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<th>Internship Program:</th>
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</tr>
<tr>
<td></td>
<td>Anaheim, CA 92802</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714) 635-9622 x156 or x139</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714) 635-8151</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Norma Ruiz</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:nruiz@anaheimymca.org">nruiz@anaheimymca.org</a></td>
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<tr>
<td>Website:</td>
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<td>Agency Mission:</td>
<td>To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.</td>
</tr>
</tbody>
</table>

**INTERNS WILL:**
- Provide the Volunteer Service Dept. with support related to recruitment, tracking, and recognition of volunteers
- Assist in designing volunteer recruitment and marketing plans for various community sectors
- Assist with planning and promotion of special events and projects
- Assist with the publication of monthly volunteer newsletter

**Revision:** 7/25/2016 15-16 289
YMCA Anaheim Family

Internship Program: **Day of Service Planners**

Address: 240 S. Euclid Ave.
Anaheim, CA  92802

Phone: (714) 635-9622
Fax: (714)635-8151

Supervisor: Norma Ruiz
E-Mail: nruiz@anaheimymca.org
Website: http://www.anaheimymca.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 2:30 - 6:00 PM

---

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

---

**Description of Internship:**

Day of Service Planners will work with AmeriCorps members to promote civic responsibility, volunteerism and leadership skills.

**INTERNS WILL:**
- Assist in organizing service events at Anaheim Achieve sites and other community locations
- Organize community outreach plan to publicize volunteer participation
- Recruit volunteers to participate in the Day of Service events
- Assist staff on day of event

---

**Agency Mission:**

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.
**YMCA Anaheim Family**

**Internship Program:** GOAL Getters Mentoring Program  
**Address:** 240 S. Euclid Ave.  
Anaheim, CA 92802  
**Phone:** (714)635-9622  
**Fax:** (714) 635-8151  
**Supervisor:** Norma Ruiz  
**E-Mail:** nruiz@anaheimymca.org  
**Website:** http://www.anaheimymca.org  

<table>
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<th>Paid Internships Available</th>
<th>No</th>
<th>Background Clearance</th>
<th>Yes</th>
</tr>
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</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.-Fri. 2:30-6:00pm

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

**Description of Internship:**  
Serve as a mentor to provide students assistance with homework, encouragement, and support towards building self-esteem, career aspirations and healthier lifestyle choices. Mentors will also participate in guided group activities four Saturdays during the year.  

**Hours:** Minimum of 1 hour per week. Must be able to commit for an entire academic school year.  

**Requirements-** Completed application, interview, background check, TB test, orientation training.

**Agency Mission:** To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.
YMCA Anaheim Family

Internship Program: Service Learning Coordinators

Address: 240 S. Euclid Ave. Anaheim, CA 92802
Phone: (714) 635-9622
Fax: (714) 635-8151
Supervisor: Norma Ruiz
E-Mail: nruiz@anaheimymca.org
Website: http://www.anaheimymca.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: M-F 9-6pm
Occasional Saturdays

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

Background Clearance: Yes

Description of Internship:
Service Learning Coordinators will implement service learning projects with participants of Anaheim Achieves.

INTERNS WILL:
- Assist students to create project goals
- Establish learning objectives
- Support youth in planning the service project
- Ensure a successful service learning project
- Plan reflection process with students
- Evaluate project outcomes
- Design student recognition

Agency Mission:
To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.
Position Summary:
The main responsibility of the Volunteer Coordinator is to work directly with program volunteers, managing all aspects of the volunteer program alongside the Volunteer Marketing Coordinator Intern, including but not limited to scheduling, recruiting, and communicating with all volunteers, and updating the volunteer database.

Major Responsibilities and Duties
• Serve side-by-side with skilled volunteers to provide guidance, to better understand the clients’ needs, and to improve the volunteer experience
• Work directly with AmeriCorps Volunteer Coordinator and Volunteer Marketing Coordinator Intern to plan and coordinate volunteer events
• Recruit, screen, train, and schedule volunteers for program needs
• Maintain and update accurate volunteer information in database
• Assist staff with additional program needs
• Train incoming AmeriCorps Volunteer Coordinator in September

Requirements
• College degree in progress or higher (A.A., B.A., or B.S.)
• 3-month commitment with a minimum of 150 hours (15-20 hrs/week)
• Strong organizational skills and the ability to effectively handle multiple tasks
• Leadership and interpersonal skills to work effectively with the team
• Problem-solving skills and the ability to approach situations creatively
• Interest in and/or background in community service and volunteerism
• Excellent written and verbal communication skills
• Accuracy, attention to detail and strong follow through skills
• A self-starter who can also work as part of a dynamic team
• Experience with eTapestry a plus

Agency Mission:
To teach youth and young adults ages 16-24 the skills needed to secure and maintain meaningful employment, and to offer programs that help young people improve their employability, career choices and quality of life.
Paid Internships Available: No

Through this Internship, Students Gain Experience With:
- Children/Youth
- Tutoring Services
- Person w/ Disabilities
- Administrative/Computers
- Academic year only (Aug/Sept-May/June)
- Internship Program: Youth Employment Services (YES)

Description of Internship:
Under the supervision of the Youth Employment Services Manager, the YES Intern will:

* Provide direct pre-employment counseling including matching youth 14 to 22 years of age to employment opportunities.
* Assist youth in learning how to use the internet for job opportunities and how to apply online for job placements.
* Assist in career counseling using North Orange County Regional Occupational Programs and Community College career paths.
* Assist in scheduling job interviews appointments for youth with employers.
* Cultivate employer relationships to accommodate youth seeking part-time and full time employment.
* Help youth learn interview skills.
* Help youth complete job applications.
* Develop resumes with youth.
* Coordinate job fairs and high school/community outreach under the supervision of the YES Program Director.
* Complete required reports, data collection and analysis under the supervision of the YES Program Director.
* Attend Youth Employment Advisory Committee meetings.
* Facility economic empowerment programs for youth using community resources such as Bank of America for improving financial literacy in youth utilizing our services.
* Provide all necessary support functions as needed by the YES Program Director.
* Co-facilitate financial management workshops

PROGRAM MISSION STATEMENT: The YWCA OF NORTH ORANGE COUNTY Youth Employment Services in the City of Anaheim goal is to foster pride, dignity, and self-worth in youth ages 14-22, by assisting them to attain employment, providing employment counseling, job readiness assistance and job performance follow-up.

Clearance Procedures:
Livescan to be paid by agency

Agency Mission: The YWCA of North Orange County is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.
Internship Program: **WINGS Children's Program**

Address: 943 N. Grand Ave.
Covina, CA 91724

Phone: (626)338-3123 x150
Fax: (626)338-5419

Supervisor: Jenica Morin-Pascual
E-Mail: jenicamorin@ywcasgv.org
Website: www.ywcasgv.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-10am)
- 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
- Victim Assistance
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:
Interns perform play and art therapy with children, one-on-one counseling (peer counseling) and can serve as teen group facilitators.

***Internship requires a six-month commitment; therefore, this internship should be looked at as a two-semester commitment in order to fulfill this requirement.***

NOTE: You must attend a 40-hour Domestic Violence Training. (6 weeks on Tuesday and Thursday from 6-9 pm). This begins on Sept. 9th and finishes Oct. 16th. Training counts towards your 120 hours of fieldwork.

Agency Mission:
We believe that women and children are innately entitled to a life free from violence. We are dedicated and committed to providing a safe, healthy, supportive environment where women and children can reclaim their autonomy. Furthermore, we believe that through staff and volunteers, we are utilizing our collective power so that we can succeed in our journey of educating and empowering women and their children. Our motto:
- E - Empowering and educating women and children
- M - Moving towards healing and autonomy
- P - Providing practical coping skills
- O - Overcoming oppression
- W - Women working hand and hand to accomplish a common goal
- E - Equality for all people
- R - Respecting and accepting each other
- M - Managing the obstacles and problems that occur in our lives
- E - Elimination of domestic violence
- N - Nurturor
- T - Tolerance
**Internship Program: WINGS Outreach Program**

**Address:**
943 N. Grand Ave.
Covina, CA  91724

**Phone:**
(626)338-3123 x150

**Fax:**
(626)338-5419

**Supervisor:** Jenica Morin-Pascual

**E-Mail:** jenicamorin@ywcasgv.org

**Website:** www.ywcasgv.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
- Other: Women population
- Health Issues
- Counseling Services
- Administrative/Computers
- Teen groups; Victim Assistance
- Counseling Services
- Administrative/Computers

**Description of Internship:**

* Support groups, crisis intervention, and one-on-one counseling for women and their children
* Case management and assistance with restraining orders
* Community Outreach

**Other Hours:**

**Agency Mission:**

We believe that women and children are innately entitled to a life free from violence. We are dedicated and committed to providing a safe, healthy, supportive environment where women and children can reclaim their autonomy. Furthermore, we believe that through staff and volunteers, we are utilizing our collective power so that we can succeed in our journey of educating and empowering women and their children. Our motto:

- **E** - Empowering and educating women and children
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- **M** - Managing the obstacles and problems that occur in our lives
- **E** - Elimination of domestic violence
- **N** - Nurturer
- **T** - Tolerance
Internship Program: **WINGS Residential Program**

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<tbody>
<tr>
<td></td>
<td>West Covina, CA 91793</td>
</tr>
<tr>
<td>Phone:</td>
<td>(626)338-3123 x150</td>
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<tr>
<td>Fax:</td>
<td>(626)338-5419</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Jenica Morin-Pascual</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:jenicamorin@ywcasgv.org">jenicamorin@ywcasgv.org</a></td>
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Paid Internships Available: No

Background Clearance: Yes

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

**Description of Internship:**
Interns perform play and art therapy and some one-on-one peer counseling with children, crisis intervention, answer the helpline, support group co-facilitation, teen groups.

**Shelter Supportive Services**

**Internships require a six month commitment; therefore this internship should be looked at as a two semester commitment in order to fulfill the requirements.**

**NOTE:** You must attend a 40 hour Domestic Violence Training. (6 weeks on Tuesday and Thursday from 6-9 pm). Sept. 8- October 16. Training counts towards your 120 hours of fieldwork.

**Agency Mission:**
We believe that women and children are innately entitled to a life free from violence. We are dedicated and committed to providing a safe, healthy, supportive environment where women and children can reclaim their autonomy. Furthermore, we believe that through staff and volunteers, we are utilizing our collective power so that we can succeed in our journey of educating and empowering women and their children. Our motto:
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- W - Women working hand and hand to accomplish a common goal
- E - Equality for all people
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- E - Elimination of domestic violence
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- T - Tolerance