



INTERNSHIPS AT DWC

The mission of the Downtown Women's Center is to provide permanent supportive housing and a safe and healthy community, fostering dignity, self respect and personal stability and to advocate ending homelessness for women. Founded in 1978, the Downtown Women's Center (DWC) was the first local nonprofit organization to exclusively serve mentally ill and elderly homeless women on Los Angeles' Skid Row. DWC is committed to providing each woman with the support necessary to achieve self-sufficiency. More at www.DWCweb.org

RESIDENCE PROGRAM INTERN

To assist the Resident Case Manager with administrative and follow-up tasks pertaining to individual work with clients. The intern will also work closely with other members of the Residence Management Team. This opportunity is ideal for students who are interested in client interaction, case management, and experience working with the formerly homeless population.

JOB DUTIES

- Organize and update client case files
- Deliver notes and information to clients
- Conduct research on resources and provide referrals to clients for services offered outside and inside of the agency
- Follow-up with client questions and concerns
- Assist Residence Staff with administrative tasks, such as copying, faxing and making phone calls

SPECIAL SKILLS/QUALIFICATIONS

- Have an interest in case management and individual work with clients
- Possess excellent oral and written communication skills
- Have the ability to multi-task and participate in many projects
- Understanding of the importance of confidentiality and creating/maintaining boundaries with clients

APPLICATION INSTRUCTIONS

CONTACT: Email cover letter and resume to Allison Bamberg, Volunteer Department Associate, Volunteer@DWCweb.org.

SKILLS/QUALIFICATIONS: *Ideal candidates for all internships will demonstrate the following*

- Have a professional attitude and friendly, positive approach
- Be a problem-solver and self-starter who enjoys working in a team-oriented environment
- Understand the Center's unique approach to service provision and committed to working towards an end to homelessness

TIME COMMITMENT: 15-20 hours/week for 15 weeks (options for longer internships are also available)

COMPENSATION: Internships are unpaid. Academic credit is possible depending on requirements.