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

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:

**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**

**Internship Program:** **Interim Housing Case Management**

| Address: | 611 S. Ford Ave.  
|          | Fullerton, CA 92834  
| Phone:   | (714) 680-3691 220  
| Fax:     | (714) 738-5059  
| Supervisor: | Rebecca Holt  
| E-Mail:  | rebecca.holt@pathwaysofhope.us  
| Website: | www.pathwaysofhope.us  

**Paid Internships Available:** No

**Background Clearance:** Yes

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

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

**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**

**Internship Program:** **Adult Literacy**

**Address:** 411 E. Chapman Ave.
Placentia, CA 92670

**Phone:** (714)528-1906 X224

**Fax:** 714-528-8236

**Supervisor:** Wendy Townsend

**E-Mail:** wtownsend@placentialibrary.org

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

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

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

**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: Adult Tutoring
- ☐ Health Issues
- ☐ Counseling Services
- ☐ Administrative/Computers

**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.

**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.

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<thead>
<tr>
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<th>Homework Clubs</th>
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<tr>
<td>Address:</td>
<td>411 E. Chapman Ave., Placentia, CA 92670</td>
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<tr>
<td>Phone:</td>
<td>(714) 524-8408 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>
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<th>Other Hours:</th>
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<td>M-TH 4-6 PM</td>
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<tr>
<td>☑ Tutoring Services</td>
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<td>☐ Counseling Services</td>
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<tr>
<td>☐ Administrative/Computers</td>
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<tr>
<td>INTERN JOB DESCRIPTION: Program starts the 2nd week of school in September.</td>
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<tr>
<td>A homework club for school-aged students. On-site, Mon. - Thurs., from 4-6 PM when school is in session.</td>
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**Placentia-Yorba Linda Unified School District**

**Internship Program:** Advancement Via Individual Determination (AVID) Tutor

**Address:** 1301 E Orangetherope Ave
Placentia, CA 92870

**Phone:** 714-985-8656 / 714-985-8650

**Fax:** 714-577-8104

**Supervisor:** Cary / Minerva Johnson / Gandara

**E-Mail:** caryjohnson@pylusd.org / mgandara@pylusd.org

**Website:** www.pylusd.org

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

**Paid Internships Available:** No

**Background Clearance:** Yes

---

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

**Students Gain Experience With:**
- Health Issues
- Counseling Services

**Description of Internship:**

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.
Placentia-Yorba Linda Unified School District

- 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 five schools in the district where students can intern. All of them are in Placentia.*

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

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

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 $61. 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.
**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** - TB test and Livescan (to be reimbursed by agency).
**Project Hope Alliance**

**Education Program Assistant**

**Internship Program:**
- **Address:** 1954 Placentia Ave. Ste. 202
- **Costa Mesa, CA 92627**
- **Phone:** (949)791-2710
- **Fax:** (949)722-7836
- **Supervisor:** Annie Weir
- **E-Mail:** annie@projecthopealliance.org
- **Website:** www.projecthopealliance.org

**Paid Internships Available:** No

**Background Clearance:** Yes

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

**Description of Internship:**

**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.

Revised: 11/19/2015 15-16
Project Hope Alliance

Internship Program: **Family Stability Program**

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

Phone: (949)791-2710
Fax: (949)722-7836

Supervisor: Annie Weir
E-Mail: annie@projecthopealliance.org
Website: www.projecthopealliance.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: 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:
  o Why do you want to be a part of Project Hope Alliance?
  o 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.
### Project Independence

**Internship Program:** Community Day Program Intern

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

**Phone:** (714)549-3464 ext 227

**Fax:** 714)549-3559

**Supervisor:** Kristen Cook

**E-Mail:** kcook@proindependence.org

**Website:** www.proindependence.org

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

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

**Internship Program:** Community Day Program Intern

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

**Phone:** (714)549-3464 ext 227

**Fax:** 714)549-3559

**Supervisor:** Kristen Cook

**E-Mail:** kcook@proindependence.org

**Website:** www.proindependence.org

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

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

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

**Other Hours:** M-F 7:30 am - 3:30 pm

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

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

**Other:**
- Recreation Programs

**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: **Fundraising & Grant Writing**

| 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 |

**Internship Program:**

| 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:** Flexible Hours

**Through this Internship:**

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

**Description of Internship:**
Intern will work with supervisor to research fundraising and grant opportunities in order to better meet the needs of our clients and provide richer services.

**Agency Mission:**
To promote civil rights for people with developmental disabilities through services which expand freedom and choice.
# Project Independence

## 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

**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:**

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: research/design; direct service; social/recreation support; 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.

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Revised: 11/19/2015 15-16
**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

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<tr>
<td></td>
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<td><strong>Fax:</strong></td>
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<tr>
<td><strong>Supervisor:</strong></td>
<td>Kristen Cook</td>
</tr>
<tr>
<td><strong>E-Mail:</strong></td>
<td><a href="mailto:kcook@proindependence.org">kcook@proindependence.org</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.proindependence.org">www.proindependence.org</a></td>
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<td>Recreation Programs</td>
<td>Other:</td>
</tr>
<tr>
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<td>Counseling Services</td>
<td>Administrative/Computers</td>
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**Description of Internship:** Employment Readiness Program -

**Assignment:** Conduct weekly job support club for adults with disabilities who are seeking community employment. This position will use existing materials/curriculum and evaluate the efficacy of these materials/processes.

**Commitment:** 5 to 10 hours/week per semester (can create a full time position if desired)

**# 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: research/design; direct service; social/recreation support; 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**

**Healthy Expectations - Call Center**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Providence Community Services – Healthy Expectations is contracted with College Health IPA to provide case-management services to Anthem Blue Cross members who have been identified from a data base to have complicated medical and/or behavioral health issues. Student Interns contact potential clients from our referral base and describe the program and if members are interested then schedule comprehensive biopsychosocial assessments for the nursing staff. Additional duties for the interns may include research for resources i.e.(providers, groups, websites) within the members zip code; additionally there may be some direct caseload contact, and community based face to face contacts alongside regular HE case managers; all contacts and services must also be documented and recorded in the database. We also track outcomes measures and interns help in collecting and recording data.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Hawaiian Gardens, CA 90716</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714)503-6850</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)809-3948</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Adrienne Davalos</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:adavalos@provcorp.com">adavalos@provcorp.com</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.provcorp.com">www.provcorp.com</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
</tr>
<tr>
<td>Hours Interns Can Work:</td>
<td>☑ M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td>Other Hours:</td>
<td>☐ M-F Evenings (5pm-10pm)</td>
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<td></td>
<td>☐ M-F Nights (10pm-9am)</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>Through this Internship, Students Gain Experience With:</td>
<td>☑ Elderly Services</td>
</tr>
<tr>
<td></td>
<td>☑ Substance Abuse</td>
</tr>
<tr>
<td></td>
<td>☑ Counseling Services</td>
</tr>
<tr>
<td></td>
<td>☑ Administrative/Computers</td>
</tr>
</tbody>
</table>

**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.
Providence Community Services

Internship Program: **Integrated Care**

Address: 4721 Katella, Ste. 201  
Los Alamitos, CA 90720

Phone: 562-467-5443  
Fax: 866-427-6603

Supervisor: Donna Demerjian  
E-Mail: ddemerjian@provcorp.com  
Website: www.provcorp.com

Paid Internships Available: No  
Background Clearance: Yes

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

**Other Hours:**

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

**Description of Internship:**
Providence Community Services is contracted with Kaiser to provide outpatient and care coordination services to clients ages 0-80. Student interns will contact potential clients to schedule appointments, maintain electronic health record, research and provide resources to clients. Additional duties may include data analysis (treatment outcomes), providing quality assurance audits in electronic health record, and developing/maintaining client and program databases.

**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.
**Providence Community Services**

**PCS - Children's Mental Health Program**

- **Address:** 1633 E. 4th St. #120
  Santa Ana, CA 92701
- **Phone:** (714)565-2830 x 108
- **Fax:** (714)565-2833
- **Supervisor:** Adrienne Davalos
- **E-Mail:** adavalos@provcorp.com
- **Website:** www.provcorp.com

**Internship Program:**

- **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-W 5pm-8pm; Mentoring Program - Saturdays available

**Through this Internship: **

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

**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 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:**

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.
**Providence Community Services - Hawaiian Gardens**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Outpatient Programs Case Manager</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>21520 Pioneer Blvd. #110</td>
</tr>
<tr>
<td></td>
<td>Hawaiian Gardens, CA 90716</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(562)865-3644</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>(562)865-5244</td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Denise Oja</td>
</tr>
<tr>
<td><strong>E-Mail:</strong></td>
<td><a href="mailto:doja@provcorp.com">doja@provcorp.com</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.provcorp.com">www.provcorp.com</a></td>
</tr>
</tbody>
</table>

| **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 |

<table>
<thead>
<tr>
<th><strong>Description of Internship:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

| 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. |
**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:**
Emma Vallandigham

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

**Website:**
www.theraisefoundation.org

**Background Clearance:**
Yes

**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)

**Occasional weekend opportunities**

**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 Resource 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.
Rehabilitation Institute of Southern CA (RIO)

Internship Program: Adult Day Health Care, San Clemente

Address: 2021 Calle Frontera
San Clemente, CA 92673
Phone: 949-498-7671
Fax: 949-361-3361
Supervisor: Alicia Fiore
E-Mail: alicia@riorehab.org
Website: http://www.riorehab.org
Paid Internships Available: No

Background Clearance: Yes

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

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: Business Hours Mon.-Fri., 7:30am to 4:30pm
Service Hours Mon.-Fri., 8:30am to 2:30pm

Description of Internship:
The RIO Adult 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 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
- 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 the 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. Implement individual care plans for participants based on multi-disciplinary team input, and complete required documentation as applicable to work performed. 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 theirs 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

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 9:30AM-4:30PM

Through this Internship, students gain experience with:
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities

Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Recreation Programs
- Administrative/Computers
- Developmental Delays, Families
- Health Issues
- Counseling Services

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 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 multidisciplinary 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.

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**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)

**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

**Internship Program:** Community Based Adult Services (CBAS)

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

**Through this Internship,**

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

**Other Hours:** Mon.-Fri. opens at 7:30am

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

**Description of Internship:**

The 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 theirs needs.
Rehabilitation Institute of Southern CA (RIO)

Internship Program: Community Based Adult Services, 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

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. 7:30am to 4:00pm

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

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 theirs needs.

Revised: 11/19/2015 15-16
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

Internship Program:

Through this Internship, students gain experience with:
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs
- Families/Couples
- Person w/ Disabilities
- Administrative/Computers
- Children/Youth
- Academic year only (Aug/Sept-May/June)
- Other:

Description of Internship:

RIO's Transitional Adult Program (TAP/TAAC) 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.

Revised: 11/19/2015 15-16
**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](http://www.riorehab.org)

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

- **Internship Program:** No
- **Other Hours:** M-F 7:30AM-4:00PM

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

**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.
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

**Other Hours:** M-TH 2::30pm - 7:00pm

FRI 2 - 6PM

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**Hours Interns Can Work:**

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

**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

**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
*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.

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**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**

**Internship Program:** Family Resource Center

**Address:** 17800 E. Renault St.
La Puente, CA 91744

**Phone:** (626)854-2228
**Fax:** (626)854-2228

**Supervisor:** Jennifer Kottke
**E-Mail:** jkottke@rowland.k12.ca.us
**Website:** www.rowland-unified.org

**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:**

**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:**
- 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.
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

**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 5:00 - 9:00 PM (hours vary)
SAT 9 am - 5 pm

**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:**

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.
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

Hours Interns Can Work: M-F Regular Business Hrs (9am-5pm)
M-F Evenings (5pm-10pm)
M-F Nights (10pm-9am)
Weekend days (9am-5pm)
Weekend evenings (5pm-10pm)
Weekend nights (10pm-9am)
Academic year only (Aug/Sept-May/June)
Other Hours: Some Saturdays for program fieldtrips & possibly some evenings

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:
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.
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

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

Through this Internship, Students Gain Experience With:
- Children/Youth
- Elderly Services
- Health Issues
- Counseling Services
- Families/Couples
- Substance Abuse
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Person w/ Disabilities
- High School & Community Outreach Services to students and parents.

Description of Internship:
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.

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.
Internship Program: Seeds to Trees Digital Media Technology Academy
Address: 26 Civic Center Plaza
         Santa Ana, CA  92701
Phone:  (714)647-5266
Fax:  (714)647-5291
Supervisor: Beatriz Preciado
E-Mail: bpreciado@santa-ana.org
Website: www.ci.santa-ana.ca.us/library
Paid Internships Available:  No

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)
Other Hours:  M-TH 5-8 PM
             SAT - 10 AM - 6 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
- Other:
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:
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.

Agency Mission: The Santa Ana Public Library is committed to serving the needs of Santa Ana residents first and foremost. Santa Ana is one of the 100 largest cities in the United States and its residents have the youngest median age of any of those cities. For that reason, the Library places special emphasis on services to children, youth and their families.
### Internship Program: **Cal Works Domestic Violence Project**

<table>
<thead>
<tr>
<th>Address:</th>
<th>605 S. Myrtle Ave.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monrovia, CA 91016</td>
</tr>
<tr>
<td>Phone:</td>
<td>626-359-9358 x5758</td>
</tr>
<tr>
<td>Fax:</td>
<td>626-358-7647</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Teri Johnson</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:fivejsrock@aol.com">fivejsrock@aol.com</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.santaanitafamilyservice.org">www.santaanitafamilyservice.org</a></td>
</tr>
</tbody>
</table>

**Paid Internships Available:** No

**Background Clearance:** Yes

### 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 assessments, 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:
  - Driver's 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.

### Internship Program Details:

<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>Students Gain Experience With:</td>
<td>Elderly Services</td>
<td>Substance Abuse</td>
<td>Recreation Programs</td>
<td>Other: Domestic Violence; Victim Assistance</td>
</tr>
<tr>
<td></td>
<td>Health Issues</td>
<td>Counseling Services</td>
<td>Administrative/Computers</td>
<td></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:

**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.
## Family Preservation Program

**Address:** 319 S. Park Ave., Suite G  
Pomona, CA 91766  
**Phone:** (909) 623-6530  
**Fax:** (909) 623-6549  
**Supervisor:** Teri Johnson  
**E-Mail:** fivejsrock@aol.com  
**Website:** www.santaanitafamilyservice.org

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

<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:**

**TWO SEMESTER COMMITMENT REQUIRED**

This field placement provides the opportunity to deliver supportive services to the child, teenager, and adult clients in the Family Preservation Program. Many of these services are provided in the families' homes. In both individual and group supervision, you will receive training on child abuse and neglect and the needs/treatment for the child and teen victims. You will receive specific training on the referral process involving the Department of Children and Family Services and the Department of Probation, a team approach to treating a family, developing a resource plan for the families, as well as tutoring and mentoring children and teens.

**Requirements:**

- TB testing and clearance  
- Fingerprint  
- Must own vehicle

*Possible placement sites, Monrovia, Covina, Pomona, and San Gabriel*

**Program Mission Statement:** The Family Preservation Program provides counseling, tutoring, mentoring, and a variety of related services to families in their homes. Our clients are referred by the Department of Children and Family Services and the Department of Probation due to issues of abuse or neglect. The clients we serve live in the San Gabriel Valley near our Monrovia and San Gabriel offices. The services are provided on a voluntary and cost-free basis to each family. The goal of the Family Preservation Program is to build family strength to keep them together and increase healthy resources.

**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.
Internship Program: **Senior Services**

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

Phone: (626)359-9358
Fax: (626)358-7647

Supervisor: Jennifer George
E-Mail: Jclark@santaanitafamilyservice.org
Website: www.santaanitafamilyservice.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Elderly Services
- Health Issues
- Tutoring Services
- Recreation Programs

Other Hours: M-TH 8 am - 5 pm. FRI - 8am - 12 noon

Description of Internship:
**“TWO SEMESTER COMMITMENT REQUIRED”**

Santa Anita Family Service Senior Center is primarily a resource, referral, and care management agency. The premise of the senior services program is to enable frail seniors and functionally impaired adults obtain services in order to promote and maintain the optimal level of functioning and to remain living independently in their homes, therefore, increasing the quality of their lives.

Student interns for the Care Management program would assist care managers on intake screening, home visits and assessments, care plans, care monitoring, and information and referrals. We have a total of six care managers. Five of our care managers have their BSW and two of our care managers have over 15 years of experience in working with the geriatric population and their care management needs.

*Possible placement sites, Monrovia, Covina, Pomona, and San Gabriel*

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.
Internship Program: **Work Investment Act - WIA**

Address: 605 S. Myrtle Ave.  
Monrovia, CA 91016  
Phone: 626-359-9358  
Fax: 626-358-7647  
Supervisor: Danae Powers  
E-Mail: danaep@santaanitafamilyservice.org  
Website: www.santaanitafamilyservice.org

Paid Internships Available: No  
Background Clearance: Yes

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

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

**Description of Internship:**  
*TWO SEMESTER COMMITMENT REQUIRED*

This program is designed for at-risk youth that may be in or out of school. It will provide intake and assessments for job skills training and placement. Students will receive in depth case management training, conduct orientations, and gain a greater understanding of community resources.

**REQUIREMENTS**  
- Drivers License  
- TB testing and clearance  
- Fingerprinting  
- Must have vehicle

**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.
**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

**Students Gain Experience With:**
- Elderly Services
- Substance Abuse
- Recreation Programs

**Other:** Homeless Children

**Description of Internship:**

**NOTE** Locations are located in Orange County - Santa Ana, Fullerton, Anaheim, Buena Park, Costa Mesa, Huntington Beach, Placentia, and Los Alamitos.

*Communicate with support, and encourage your volunteer tutors by email, telephone and personal visits.*

*Match your tutors with children who need them and reassign tutors when their students move.*

*Communicate with School on Wheels and request supplies when your tutor or students need them.*

*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: 949-208-3151
Fax:
Supervisor: Gabrielle Tilley
E-Mail: gabrielle@feedoc.org
Website: feedoc.org

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: MoFri 5-7pm

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:
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 Gabby at gabrielle@feedoc.org with the subject heading “Spring 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: 11/19/2015 15-16
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

**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 Hours:**

**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
- Fingerprint (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:** Mental Health Clinic - Intake Calls  
**Address:** 233 S. Quintana Drive  
Anaheim, CA 92807  
**Phone:** 714-383-9400  
**Supervisor:** Diana Martinez  
**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

**Students Gain Experience With:**  
- Elderly Services  
- Substance Abuse  
- Recreation Programs  
- Other:

**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.
**SeniorServ, Inc.**

**Internship Program:** **Senior Support Services**

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

**Phone:** (714) 229-3377

**Supervisor:** Linda Molthen

**E-Mail:** lmolthen@seniorserv.org

**Website:** www.seniorserv.com

**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
- Person w/ Disabilities
- Administrative/Computers
- Victim Assistance

**Description of Internship:**
Community SeniorServ is a 26 site non-profit agency offering older adults a variety of supportive services designed to promote well-being and independence. Specifically, SeniorServ (SS) provides Home Delivered Meals, Adult Day Health Care Centers, Friendly Visitor Program, Congregate Senior Lunch Programs, and Adult Day Care Services to senior citizens throughout Orange County.

Internship Programs are flexible to accommodate the individual goals of students and their respective programs of study. SS interns can expect hands-on work experience by participating in some or all of the following tasks directly related to senior supportive services:

- Interact with older adults attending adult day care and health programs
- Deliver home delivered meals to homebound seniors to gain an comprehensive understanding of the social aspects of this at-risk population
- Participate in congregate senior lunch programs, such as program marketing, recreational program development, daily operations, educational training
- Help organize, collect, and deliver holiday gifts to our 1050 home bound clients
- Help organize and maintain follow-up communication and recruitment for friendly visitor program

SeniorServ prides itself on offering meaningful internship experiences that will serve as launching pads to future career decisions and successes.

Internship opportunities are normally available Monday-Friday from 8:00am to 5:00pm. However, special projects can be assigned after hours or on weekends. Students are encouraged to set up a meeting with the Volunteer Director to discuss further details.

**Agency Mission:**
"To offer older adults and their families a variety of supportive services within their communities designed to enhance their overall well-being and independence."
### Serving People in Need (SPIN)

**Internship Program:** Human Services Intern Program

| Address                  | 151 Kalmus H-2  
Costa Mesa, CA 92626 |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>(714) 751-1101 x19</td>
</tr>
<tr>
<td>Fax</td>
<td>(714) 751-3332</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Kim Frazier</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:kimf@spinoc.org">kimf@spinoc.org</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.spinoc.org">www.spinoc.org</a></td>
</tr>
</tbody>
</table>

**Paid Internships Available:** No

**Background Clearance:** Yes

**Internship Program:** Human Services Intern Program

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

**Other Hours:** May require some weekend hours

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

**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.

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Revised: 11/19/2015  15-16  
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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: Beth England-Mackie
E-Mail: beth@shantioc.org
Website: www.shantioc.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: Some occasional evening and weekend projects/events

Through this Internship, Students Gain Experience With:
- Children/Youth
- Elderly Services
- Health Issues
- Families/Couples
- Substance Abuse
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Other: HIV/AIDS projects/events, Home delivered meals Program, Case management, fund raising.

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):
- HIV/AIDS 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 or Case Manager.

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.

Agency Mission:
To provide life-enhancing services and emotional support to people living with HIV and AIDS.
### Shelter for the Homeless

**Children's Program Coordinator Intern**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Children's Program Coordinator Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>15161 Jackson St.</td>
</tr>
<tr>
<td></td>
<td>Midway City, CA 92655</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714) 897-3221 x125</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714) 893-6858</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Susan Dember</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:sdember@afhusa.org">sdember@afhusa.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.afhusa.org">www.afhusa.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Hours Interns Can Work:</td>
<td>M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td></td>
<td>M-F Evenings (5pm-10pm)</td>
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<tr>
<td></td>
<td>Weekend nights (10pm-9am)</td>
</tr>
<tr>
<td></td>
<td>Academic year only (Aug/Sept-May/June)</td>
</tr>
<tr>
<td>Other Hours:</td>
<td>M and T only 4-8:00 PM (Client Program Hours)</td>
</tr>
<tr>
<td></td>
<td>*At least one evening (M or T) per week from 6pm-8pm is required</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

- ☑ Children/Youth
- ☑ Tutoring Services
- ☑ Person w/ Disabilities

- ☑ Families/Couples
- ☑ Substance Abuse
- ☑ Recreation Programs
- Other: Homelessness

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

**Description of Internship:**

**SHELTER FOR THE HOMELESS IS also doing business as: AMERICAN FAMILY HOUSING**

**NOTE:** Must be over 18 yrs of age

Duties:
1. Prepare materials, classrooms to facilitate creative play, learning and motor-skill activities
2. Work with Child Coordinator to organize arts, crafts, music, and storytelling
3. Organize activities for youth
4. Instruct and monitor children and volunteers
5. Plan a monthly speaker and activity calendar (optional)
6. Schedule activities and assignments for volunteers
7. Coordinate activities with Children’s Coordinator
8. Develop workshops or other special activities drawing upon your personal knowledge, skills, and talents

**Agency Mission:**

The mission of American Family Housing is to provide emergency, transitional, and permanent housing, as well as education, counseling, and job training for homeless and low-income adults and families who want to work to improve their lives and become self-supporting members of society.
Shelter for the Homeless

15161 Jackson St.
Midway City, CA 92655
(714) 897-3221 x107
(714) 893-6858
Courtney Lutkus
clutkus@afhusa.org
www.afhusa.org

Paid Internships Available: No

**SHELTER FOR THE HOMELESS IS also doing business as: AMERICAN FAMILY HOUSING**

This program offers services to clients during their stay with AFH. These programs include job training, communication skill development, financial responsibility, personal welfare, and child welfare.

RESPONSIBILITIES INCLUDE:

CASEWORK INTERN
- Will develop the necessary skills to effectively manage and maintain a client caseload.
- Will have face-to-face weekly contact with clients: assess client needs, obtain appropriate services for clients (i.e., counseling, AA), provide appropriate referrals to needed services, conduct client intakes, interviews, monitor overall progress of clients in program, and maintain client data sheets and weekly case notes.

Agency Mission: The mission of American Family Housing is to provide emergency, transitional, and permanent housing, as well as education, counseling, and job training for homeless and low-income adults and families who want to work to improve their lives and become self-supporting members of society.

Internship Program: Ladders to Success

Address: 15161 Jackson St.
Midway City, CA 92655
Phone: (714) 897-3221 x107
Fax: (714) 893-6858
Supervisor: Courtney Lutkus
E-Mail: clutkus@afhusa.org
Website: www.afhusa.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: Case management; Homelessness

Description of Internship:

This program offers services to clients during their stay with AFH. These programs include job training, communication skill development, financial responsibility, personal welfare, and child welfare.

RESPONSIBILITIES INCLUDE:

CASEWORK INTERN
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Website: www.afhusa.org

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, Students Gain Experience With:
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Website: www.afhusa.org

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Tutoring Services
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Fax: (714) 893-6858
Supervisor: Courtney Lutkus
E-Mail: clutkus@afhusa.org
Website: www.afhusa.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: Case management; Homelessness

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Phone: (714) 897-3221 x107
Fax: (714) 893-6858
Supervisor: Courtney Lutkus
E-Mail: clutkus@afhusa.org
Website: www.afhusa.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: Case management; Homelessness

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RESPONSIBILITIES INCLUDE:

CASEWORK INTERN
- Will develop the necessary skills to effectively manage and maintain a client caseload.
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Agency Mission: The mission of American Family Housing is to provide emergency, transitional, and permanent housing, as well as education, counseling, and job training for homeless and low-income adults and families who want to work to improve their lives and become self-supporting members of society.
# Southern CA Alcohol & Drug Program

## Heritage House - Case Management

<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>
<th>Hours Interns Can Work:</th>
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<tbody>
<tr>
<td>☑ M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td>☑ M-F Evenings (5pm-10pm)</td>
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<td>☑ M-F Nights (10pm-9am)</td>
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<tr>
<td>☑ Weekend nights (10pm-9am)</td>
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<tr>
<td>☑ Academic year only (Aug/Sept-May/June)</td>
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<table>
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<tr>
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<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>
</tr>
<tr>
<td>☑ Person w/ Disabilities</td>
</tr>
<tr>
<td>☑ Tutoring Services</td>
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<tr>
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<tr>
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<tr>
<td>☑ Administrative/Computers</td>
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<td>☑ Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Internship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interns would be working at the Heritage House, a residential alcohol &amp; 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.</td>
</tr>
</tbody>
</table>

**INTERNERS 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.

<table>
<thead>
<tr>
<th>Agency Mission:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
## Southern CA Alcohol & Drug Program

### Heritage House North

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Heritage House North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>321 N. State College</td>
</tr>
<tr>
<td></td>
<td>Anaheim, CA 92806</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714) 687-0077</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714) 687-0691</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Claudia Otis</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:director.hhn@gmail.com">director.hhn@gmail.com</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.scadpinc.org">http://www.scadpinc.org</a></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: Hours are flexible

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

#### 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.
**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  

**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.

**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.

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

**Other:**
**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
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other:
- Health Issues
- Counseling Services
- 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:
  - In-home supportive services
  - Home health agencies
  - Regional centers
  - Senior center
  - 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.
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

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

**Other Hours:** M-F: 8:30 am - 6:00 pm. Summer School is available 6am to 6pm

**Other Hours:**
- M and W 5:00pm to 10:00pm

**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 AIDS**
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

Revised: 11/19/2015 15-16
St. Joseph's School

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
E-Mail: Leslie.Moreno@stjoe.org
Website: www.stjudemedicalcenter.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:
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: 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

Background Clearance: Yes

Through this Internship,
Students Gain Experience With:
- Elderly Services
- Health Issues
- Counseling Services
- Tutoring Services

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@straighttalkcounseling.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)

**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.

**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**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Domestic Violence Advocacy Services</th>
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<tbody>
<tr>
<td>Address:</td>
<td>3840 Woodruff Ave #203</td>
</tr>
<tr>
<td></td>
<td>Long Beach, CA 90808</td>
</tr>
<tr>
<td>Phone:</td>
<td>(562)421-3297 OR 402-4888</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)421-8117</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Christina Kreachbaum</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:christina@sucasadv.org">christina@sucasadv.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.sucasadv.org">www.sucasadv.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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<tr>
<td>Students Gain Experience With:</td>
<td>Elderly Services</td>
<td>Substance Abuse</td>
<td>Recreation Programs</td>
<td>Other: Teens; Victim Assistance</td>
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<tr>
<td>Health Issues</td>
<td>✓ Counseling Services</td>
<td>✓ Administrative/Computers</td>
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<th>Description of Internship:</th>
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**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**

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<tr>
<th>Other Hours:</th>
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| Other: |

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<tr>
<th>Agency Mission:</th>
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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.
**Superior Court of CA - County of Orange**

**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

**Internship Program:**

<table>
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<th>Through this Internship</th>
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<tr>
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</tr>
<tr>
<td>✅ Tutoring Services</td>
<td>✅ Recreation Programs</td>
</tr>
<tr>
<td>✅ Person w/ Disabilities</td>
<td>Other: Domestic Violence</td>
</tr>
<tr>
<td>✅ Administrative/Computers</td>
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</table>

**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*
*Fingerprinting/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)

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Revised: 11/19/2015  15-16  250
### 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, Students Gain Experience With:
- [x] Children/Youth
- [ ] Families/Couples
- [x] Tutoring Services
- [x] Person w/ Disabilities
- [ ] Elderly Services
- [ ] Substance Abuse
- [ ] Recreation Programs
- [ ] Other: at-risk youth/adults
- [ ] Health Issues
- [x] Counseling Services
- [ ] Administrative/Computers

### Other Hours:
- Occasional evening or Sat. for special events

### Background Clearance:
- Yes

### Other:
- [ ] Academic year only (Aug/Sept-May/June)

### Revised:
- 11/19/2015

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

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

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
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services
- Tutoring Services
- Person w/ Disabilities
- Recreation Programs

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

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.

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 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

**Description of Internship:**
- *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."

**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

<table>
<thead>
<tr>
<th>Through this Internship</th>
<th>Students Gain Experience With:</th>
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<tbody>
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**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.
**The Sheepfold**

**Human Services Internship**

**Address:** PO Box 4487  
Orange, CA 92863

**Phone:** 714-237-1444  
**Fax:** 714-237-1440

**Supervisor:** Erin Lind 
**E-Mail:** erin@thesheepfold.org

**Website:** www.thesheepfold.org

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

**Description of Internship:**

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

**Agency Mission:**

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

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

**Through this Internship,**

**Students Gain Experience With:**
- Children/Youth
- Elderly Services
- Families/Couples
- Substance Abuse
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Person w/ Disabilities
- Computer Skill
- Language Development
- Professional Teamwork
- Enrichment Programs

**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.

**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.
**Children's Homework Program Assistant**

**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.
Internship Program: **Hospice Intern**

Address: 220 Commerce, Ste. 100
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

**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

**MEDICAL CLEARANCE REQUIRED:** Current TB clearance (paid by VITAS)

1 DAY TRAINING REQUIRED: To be paid by Vitas

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

**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.

**Agency Mission:**

**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:**
**We Care of Los Alamitos**

**INTERNSHIP PROGRAM:**

**WE CARE FAMILY SUPPORT CENTER**

| Address: | 3788 Cerritos Ave.  
Los Alamitos, CA 90720 |
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<tbody>
<tr>
<td>Phone:</td>
<td>(562)598-9790</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)596-9918</td>
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<tr>
<td>Supervisor:</td>
<td>Rob Lowenberg</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:rob@wecarelosalamitos.org">rob@wecarelosalamitos.org</a></td>
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<tr>
<td>Website:</td>
<td><a href="http://www.wecareoflosalamitos.org">www.wecareoflosalamitos.org</a></td>
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**Paid Internships Available:** No

**Background Clearance:** No

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

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

**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.
Western Youth Services

Family Oasis Family Resource Center (Family Oasis FRC)

Address: 131 W. Midway Dr.
Anaheim, CA 92805
Phone: (714)517-7107
Fax: (949)900-3243

Supervisor: Cyril Abitan
E-Mail: cy.abitran@westernyouthservices.org
Website: www.westernyouthservices.org

Paid Internships Available: No
Background Clearance: Yes

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

Description of Internship:

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 Family Oasis Family Resource Center
• 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
• Lunch club support for Behavioral Health Aides

**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.
Western Youth Services

Internship Program: 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
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
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs
- Other:
- Elderly Services
- Substance Abuse
- Administrative/Computers
- Person w/ Disabilities

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

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 • Families/Couples
   ✔ Health Issues • Substance Abuse
   ✔ Recreation Programs • Counseling Services
   ✔ Administrative/Computers • Person w/ Disabilities

Other Hours:

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.

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

Description of Internship:

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

Background Clearance: Yes

Revised: 11/19/2015 15-16

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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

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

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

Students Gain Experience With:

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

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.
Whittier Area First Day Coalition

Internship Program: Whittier's First Day
Address: 12426 Whittier Blvd.
          Whittier, CA 90602
Phone: (562)493-4097
Fax: (562)945-8766
Supervisor: Anna Erro
E-Mail: anna@whittierfirstday.org.
Website: www.whittierfirstday.org

Paid Internships Available: No
Background Clearance: No

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

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 organization's target population.

Duties:
* Under the direction of the Outreach Navigator, engages and offers services and housing to all the individuals identified 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 administrative 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.

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:

Internship Program: No
Agency Mission: To help the homeless and at-risk individuals transition toward self-sufficiency.

Revised: 11/19/2015 15-16
## Whittier City School District

**Internship Program:** After School Tutorial Program - Orange Grove School  
**Address:** 10626 Orange Grove Ave  
Whittier, CA 90601  
**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

**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 between 7am-8am & 2:45-3:30pm

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

**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: 11/19/2015 15-16
**Whittier High School AVID Program**

**Internship Program:** AVID Tutor  
**Address:** 12417 East Philadelphia Street  
Whittier, CA 90601  
**Phone:** (562)698-8121 x 2063  
**Fax:** (562)907-6956  
**Supervisor:** Diana Salazar  
**E-Mail:** diana.salazar@wuhsd.org  
**Website:** www.wuhsd.org/whs  
**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  
- Health Issues  
- Counseling Services  
- Administrative/Computers

**Description of Internship:**
- 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:** Employment Success  
**Address:** 1800 E. McFadden Avenue #1A  
Santa Ana, CA 92705  
**Phone:** (949) 631-2333 x364  
**Fax:** (949) 631-8439  
**Supervisor:** Lizet Ceja  
**E-Mail:** volunteer@whw.org  
**Website:** www.whw.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: Low-income clients seeking employment  
☐ Health Issues ☐ Counseling Services ☐ Administrative/Computers  

**Description of Internship:** The Personal Shopper Volunteer assists the WHW Program Coordinator and WHW Program Assistant in providing quality and dignified services to clients while outfitting them with professional clothing and accessories.

**MAJOR RESPONSIBILITIES:**  
- Greet client as they enter the boutique.  
- Assist client in selecting clothing of appropriate size and fit.  
- Provide encouragement and advice as it relates to appropriate professional clothing.  
- Ensure that client’s intake form is completed accurately.  
- Stock boutique items.  
- Identify items inappropriate for boutique that can be used for resale.  
- Create displays.  
- Keep boutique organized and neat.  
- Help clients with referrals to other agencies.

**QUALIFICATIONS:**  
- Excellent communication skills.  
- Great sense of color and style.  
- Team Player.  
- Sensitivity toward clients in transition coming from a variety of backgrounds.  
- Professional demeanor.  
- Customer service skills.  
- Background check may be required.

**Agency Mission:** The mission of WHW is to provide comprehensive employment support services to empower disadvantaged men, women and teens to achieve economic self sufficiency through employment success. WHW has provided a positive and supportive environment for more than 30,000 individuals in transition from Orange County and beyond.
**WHW (Women Helping Women/Men2Work)**

<table>
<thead>
<tr>
<th>Internship Program: Service Learning Internship</th>
<th>Hours Interns Can Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 1800 E. McFadden Avenue #1A</td>
<td>M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td>Santa Ana, CA 92705</td>
<td>M-F Evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Phone: (949) 631-2333 X364</td>
<td>M-F Nights (10pm-9am)</td>
</tr>
<tr>
<td>Fax: (949) 631-8439</td>
<td>Weekend days (9am-5pm)</td>
</tr>
<tr>
<td>Supervisor: Lizet Ceja</td>
<td>Weekend evenings (5pm-10pm)</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:volunteer@whw.org">volunteer@whw.org</a></td>
<td>Weekend nights (10pm-9am)</td>
</tr>
<tr>
<td>Website: <a href="http://www.whw.org">www.whw.org</a></td>
<td>Academic year only (Aug/Sept-May/June)</td>
</tr>
</tbody>
</table>

Paid Internships Available: No  
Background Clearance: No  
Other Hours: Sat 9-1pm

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

*Low income clients seeking employment*

**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)

**Description of Internship:**  
The Internship Program is a unique opportunity offered by WHW to students involved in Service Learning. 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 and accessories.  
- Administrative Support: perform general clerical duties to ensure the organizational operations run smoothly. Greet clients, ensure that the client intake form is completed accurately, 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 with donors, sort and process donations.

**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 Program Coordinator and Program Assistant.

**Agency Mission:**  
The mission of WHW is to provide comprehensive employment support services to empower disadvantaged men, women and teens to achieve economic self sufficiency through employment success. WHW has provided a positive and supportive environment for more than 30,000 individuals in transition from Orange County and beyond.
Women's Pregnancy Care Clinic

Internship Program: **Client Advocate**

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

Internship Program: **Client Advocate**

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

Background Clearance: No

Through this Internship: ✓ Children/Youth  ✓ Families/Couples  ✓ Tutoring Services  ✓ Person w/ Disabilities
                         ✓ Elderly Services ✓ Substance Abuse ✓ Recreation Programs Other: Working mostly with youth and young women
                         ✓ Health Issues ✓ Counseling Services ✓ Administrative/Computers

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: 11/19/2015  15-16
Stepping Stones

Address: 16147 E. Whittier Blvd.
Whittier, CA 90603

Phone: (562) 902-2273
Fax: (562) 902-7847

Supervisor: Claudia Zamudio
E-Mail: wpcsscoordinator@gmail.com
Website: www.pregnancycareclinic.net

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:
- Thursday Evenings: 5:00-9:30pm
  M&W 11:30-6:30pm
  T&TH 11:30-5:00pm

Background Clearance: No

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

Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Families/Couples
- Tutoring Services
- Recreation Programs
- Administrative/Computers

Description of Internship:
Stepping Stones 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 along side 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

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: 11/19/2015 15-16
Women's Transitional Living Center

Internship Program: Women's Transitional Living Center

Address: PO Box 6103
Orange, CA 92863

Phone: (714) 992-1939 x 119
Fax: (714) 992-0525

Sandy Ruiz

sruiiz@wtlc.org

http://www.wtlc.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: Open at 8 am - 5 pm.

Through this Internship: Yes
Students Gain Experience With:
- 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

Description of Internship:

INTERNS WILL:

• Answer Hotline
• Complete Intakes
• Give Resources
• Enter Clients
• Co-Facilitate Groups
• Assist with Children’s Program (Optional)
• Shadow/Assist Case Managers
• Translation (If bi-lingual)
• 40-hour Domestic Violence Training
• Face-to-face Client Interaction
• And More….

**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.
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
- Families/Couples
- Health Issues
- Substance Abuse
- Tutoring Services
- Counseling Services
- Administrative/Computers
- Recreation Programs
- Person w/ Disabilities

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.
## Working Wardrobes

**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 |

**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
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs
- Person w/ Disabilities
- 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

**Special Event Intern**

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

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

**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.
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 Services
- ☑ Families/Couples Counseling Services
- ☑ Tutoring Services
- ☑ Person w/ Disabilities
- ☑ Substance Abuse Programs
- ☑ Recreation Programs
- ☑ Elderly Services
- ☑ 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.
YMCA Anaheim Family

Internship Program: **Community Service & Organization**

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

Phone: (714) 635-9622 x156 or x139
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 2:30-6:00pm

Background Clearance: Yes

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

Description of Internship:

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

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

Paid Internships Available: No

Other Hours: M-F 2:30 - 6:00 PM

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

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.

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

Revised: 11/19/2015 15-16
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

Paid Internships Available: No
Background Clearance: Yes

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

Other Hours: Mon.-Fri. 2:30-6:00pm

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

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.
# Internship Program: Service Learning Coordinators

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

**Phone:** (714) 635-9622  
**Fax:** (714) 635-8151  
**E-Mail:** nruiz@anaheimymca.org  
**Website:** [http://www.anaheimymca.org](http://www.anaheimymca.org)  
**Supervisor:** Norma Ruiz

**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)  
- M-F 9-6pm  
- Occasional Saturdays

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

**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.
YWCA of North Orange County

Internship Program: **Youth Employment Services (YES)**

Address: 250 East Center Street
Anaheim, CA 92805

Phone: (714) 871-4488
Fax: (714) 635-0104

Supervisor: Diane Masseth-Jones M.S.
E-Mail: dmassethjones@ywcanoc.org
Website: www.ywcanoc.org

Paid Internships Available: No

Background Clearance: Yes

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

Description of Internship:
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

Through this 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**

<table>
<thead>
<tr>
<th>Address:</th>
<th>943 N. Grand Ave.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Covina, CA 91724</td>
</tr>
<tr>
<td>Phone:</td>
<td>(626)338-3123 x150</td>
</tr>
<tr>
<td>Fax:</td>
<td>(626)338-5419</td>
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<tr>
<td>Supervisor:</td>
<td>Jenica Morin-Pascual</td>
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<tr>
<td>E-Mail:</td>
<td><a href="mailto:jenicamorin@ywcasgv.org">jenicamorin@ywcasgv.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.ywcasgv.org">www.ywcasgv.org</a></td>
</tr>
</tbody>
</table>

Paid Internships Available: No
Background Clearance: Yes

<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>
<td>☑ M-F Evenings (5pm-10pm)</td>
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<tr>
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<tr>
<td>☑ Academic year only (Aug/Sept-May/June)</td>
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</tbody>
</table>

**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

**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

**Please inquire when on interview. Also inquire about one vs. two-semester commitment.**

**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:

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

Revised: 11/19/2015 15-16
**Internship Program:** WINGS Residential Program  
**Address:** PO Box 1464  
West Covina, CA 91793  
**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

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**Through this Internship:**  
1. Children/Youth  
2. Families/Couples  
3. Tutoring Services  
4. Person w/ Disabilities  
5. Elderly Services  
6. Substance Abuse  
7. Recreation Programs  
8. Administrative/Computers  
9. Health Issues  
10. Counseling Services  
11. Women population, crisis intervention; Victim Assistance

**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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- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)

**Other Hours:** Availability is 24 hours

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**Other:**  
- Background Clearance: Yes  
- E-Mail: jenicamorin@ywcasgv.org  
- Website: www.ywcasgv.org  

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**Revision:** 11/19/2015 15-16  
**Total:** 284
Pathways of Hope leads a community effort to provide access to food, shelter, and housing to those experiencing hunger and homelessness in North Orange County. Blog. Jessica’s Story - See how Jessica and her baby were saved from homelessness by people like you! Keystone on Commonwealth. Keystone on Commonwealth is Pathways of Hope’s proposed Permanent Supportive Housing community. Learn more. Our Partners. Thank you to all of our many partners who make our work possible!