Internship Program: **Communications Assistant**

| Address: | 1505 E. 17th Street  
Santa Ana, CA  92705 |
| Phone: | (714) 589-2357 |
| Fax: | (714) 258-7852 |
| Supervisor: | Cassie Owens |
| E-Mail: | volunteer@211oc.org |
| Website: | www.211oc.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: Office is staffed 9:00 AM - 5:00 PM

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

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

**Description of Internship:**

This is an ideal opportunity for someone who wants to contribute their social media skills and knowledge to build the image of 211 OC as a newly merged organization and support the overall goals of the agency. Responsibilities will include, but are not limited to the following: a) researching best social media tools for the organization to use, assessing current conversations in the non-profit landscape, and identifying appropriate assessment tools like Google analytics, b) supporting the planning and scheduling of posts on our social media channels like Facebook, Twitter, and LinkedIn, and developing a marketing calendar for the year, c) evaluating objectives (increased awareness of the organization, increased number of interns, and additional donations), through Google analytics and social media analytic tools, and developing progress reports.

Requirements: Passion for helping in need, computer familiarity and experience, willingness to learn navigation of an unfamiliar database, verbal and written fluency in English, flexibility to accomplish other duties as assigned, and a commitment of a minimum of 100-200 hours.

**Agency Mission:**

**OUR MISSION:** To connect Orange County's most vulnerable with the health and human service resources they need.

We connect, collaborate and inform across all community stakeholders to better empower our community as a whole.

**OUR VISION:** As a new merged organization, our renewed vision is a county that is genuinely thriving, where individuals and families have an enriched quality of life.
Follow Up Specialist Interns directly impact the lives of thousands of people who call 211 for help. They gain valuable knowledge of local nonprofit and government services and of the process by which the members of our community can access those services. Interns are trained to follow up with helpline callers to make sure they received the help they requested. This is done through 1) assessment and listening, 2) building rapport, 3) navigating the 211 OC comprehensive list of community services, 4) intervene in crises, and 5) work with the clients to identify alternatives when the needed resources are scarce. Interning for 211 OC is an ideal opportunity for anyone who wants to empower members of our community through knowledge and resources. We need compassionate and caring individuals interested in making a difference in our community!

Requirements: Passion for helping in need, computer familiarity and experience, willingness to learn navigation of an unfamiliar database, verbal and written fluency in English, flexibility to accomplish other duties as assigned, and a commitment of a minimum of 100-200 hours.

Other Hours: Office is staffed 9:00 AM - 5:00 PM

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

Description of Internship:
Follow Up Specialist Interns directly impact the lives of thousands of people who call 211 for help. They gain valuable knowledge of local nonprofit and government services and of the process by which the members of our community can access those services. Interns are trained to follow up with helpline callers to make sure they received the help they requested. This is done through 1) assessment and listening, 2) building rapport, 3) navigating the 211 OC comprehensive list of community services, 4) intervene in crises, and 5) work with the clients to identify alternatives when the needed resources are scarce. Interning for 211 OC is an ideal opportunity for anyone who wants to empower members of our community through knowledge and resources. We need compassionate and caring individuals interested in making a difference in our community!

Requirements: Passion for helping in need, computer familiarity and experience, willingness to learn navigation of an unfamiliar database, verbal and written fluency in English, flexibility to accomplish other duties as assigned, and a commitment of a minimum of 100-200 hours.

Agency Mission:
OUR MISSION: To connect Orange County’s most vulnerable with the health and human service resources they need.
We connect, collaborate and inform across all community stakeholders to better empower our community as a whole.
OUR VISION: As a new merged organization, our renewed vision is a county that is genuinely thriving, where individuals and families have an enriched quality of life.
**Outreach Ambassador**

**Address:** 1505 E. 17th Street  
Santa Ana, CA 92705

**Phone:** (714) 589-2357  
**Fax:** 714-258-7852

**Supervisor:** Cassie Owens  
**E-Mail:** volunteer@211oc.org

**Website:** www.211oc.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:** Office is staffed 9:00 AM - 5:00 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:** An Outreach Ambassador is responsible for representing 2-1-1 Orange County at outreach events. Intern ambassadors attend events at 1) Any type of resource fair, including but not limited to employment, health and wellness, insurance enrollment, senior services, disaster, agency education, and education regarding general resources a specific population might be eligible for, 2) Awareness events, 3) School outreaches intended to educate parents/students on available resources, 4) Distribution of good/supplies or services, including but not limited to back to school supplies, groceries, medical and dental screenings, and 5) United Way VITA tax events. The responsibilities include providing information about 2-1-1 Orange County and the services offered, doing CalFresh Outreach, and educating families about health resources in the community. As such, Outreach Ambassadors gain valuable knowledge of local nonprofit and government services and of the process by which the members of our community can access those services. Interning for 211 OC is an ideal opportunity for anyone who wants to empower members of our community through knowledge and resources.

**Requirements:** Passion for helping in need, computer familiarity and experience, willingness to learn navigation of an unfamiliar database, verbal and written fluency in English, flexibility to accomplish other duties as assigned, and a commitment of a minimum of 100-200 hours.

**Agency Mission:** **OUR MISSION:** To connect Orange County's most vulnerable with the health and human service resources they need. We connect, collaborate and inform across all community stakeholders to better empower our community as a whole.  
**OUR VISION:** As a new merged organization, our renewed vision is a county that is genuinely thriving, where individuals and families have an enriched quality of life.
**Resource Assistant**

**Address:** 1505 E. 17th Street, Ste. 108  
Santa Ana, CA 92705

**Phone:** (714) 589-2357  
**Fax:** (714) 258-7852

**Supervisor:** Cassie Owens

**E-Mail:** volunteer@211oc.org

**Website:** www.211oc.org

**Paid Internships Available:** No

**Background Clearance:** No

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

**Description of Internship:**

Interning as a Resource Assistant is an ideal opportunity for someone who enjoys researching, organizing, and inputting data. Resource Assistants directly impact the lives of the people who contact 211 for help by updating our dynamic 5,000-program database to reflect the most current information on community, health, and disaster relief services. Responsibilities include researching and contacting local agencies, gathering information about the services they provide, and entering that information into our database. We are also able to tailor job tasks to your interests and unique talents!

Requirements: Passion for helping in need, computer familiarity and experience, willingness to learn navigation of an unfamiliar database, verbal and written fluency in English, flexibility to accomplish other duties as assigned, and a commitment of a minimum of 100-200 hours.

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**Agency Mission:**

OUR MISSION: To connect Orange County’s most vulnerable with the health and human service resources they need.  
We connect, collaborate and inform across all community stakeholders to better empower our community as a whole.  
OUR VISION: As a new merged organization, our renewed vision is a county that is genuinely thriving, where individuals and families have an enriched quality of life.
Internship Program: **Chemical Dependency**

**Address:**
31501 Rancho Viejo Rd., Ste. 101
San Juan Capistrano, CA 92675

**Phone:** (949) 493-6800
**Fax:** (949) 493-6832
**Supervisor:** Saralyn Cohen
**E-Mail:** saralyn@abletochangerecovery.com
**Website:** www.abletochangerecovery.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: Mon., Tues, Thurs, & Fri. 6:00 pm to 9:30 pm; some occasional weekends.

**Through this Internship,**

- No

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

**Description of Internship:**
- Chemical Dependency Tx (Treatment) Counseling
- Group Facilitation
- Intake Admission
- Assessments
- Care Level Screening
- Case Management
- Family Treatments
- Biopsychosocial Assessment
- Tx Planning/Development
- Clinical Charting/Documentation
- Tx Team Participation
- Discharge Planning

**BG:**

**Agency Mission:**
Our program is a 12-step recovery based treatment center that services clients from across the United States. The primary focus is to provide the best overall help for our clients and their families in the most cost effective manner as possible. The use of non-chemical coping skills, maintaining employment, education and most importantly how to apply recovery to their daily life is the basis of the Able to Change Recovery philosophy. We are thoroughly dedicated to the belief that active addiction can be arrested and that people do recover.
Acacia Adult Day Services

Internship Program: **Gerontology**

Address: 11391 Acacia Pkwy
Garden Grove, CA 92840

Phone: (714) 530-1566
Fax: (714) 530-1592

Supervisor: Debbie Kaiser
E-Mail: dkaiser@acacia-services.org
Website: http://www.acacia-services.org

Paid Internships Available: No
Background Clearance: No

Through this Internship, Students Gain Experience With:

- Elderly Services
- Health Issues
- Tutoring Services
- Counseling Services

Other Hours: 9:30AM-12:30PM / 2PM

Description of Internship:

Acacia Adult Day Services is an adult day care facility that caters to frail older adults, individuals with Alzheimer’s, dementia, adults with disabilities and their families.

Interns will be given opportunities to engage the participants through a diverse range of activities as well as learn about the aging process and how to negotiate around the challenges associated with it.

RESPONSIBILITIES FOR INTERNSHIP:

• Assist and facilitate therapeutic activities that promote cognitive and physical abilities
• Mentor participants in the Computer Program - Includes desktop and Android tablet
• Participate in grant research (limited slots)
• Help with special events: community outreach, fund raisers, educational workshops
• Engage one on one communication with participants to improve social interaction
• Serve meals and snacks as part of daily nutrition program and become familiar with dietary needs and restrictions.
• A current TB clearance is required. Must be within the last year.

FROM THIS EXPERIENCE, STUDENTS CAN EXPECT TO:

1. Gain a thorough understanding of and ability to communicate as well as facilitate small group activities with the elderly population.
2. Learn to identify common needs of older adults and be able to identify psychosocial variables that will help provide them with optimal care.
3. Learn to communicate therapeutically with older adults who have special needs, such as Dementia.
4. Learn about programs and services Acacia offers as a non-profit organization
5. Learn interpersonal dynamics in a multi-cultural, multi-lingual setting.
6. Learn assessment and interviewing skills.

Schedule: Flexible – Students can arrange their hours. Monday – Friday availability
Slots 9:30AM-2:30PM

Dress Code: Clothing: Business casual. Shoes: sturdy, non-skid closed toed shoes

HOW TO APPLY? For further questions, please contact on site supervisor, Debbie Kaiser at 714)530-1566 or by email dkaiser@acacia-services.org.

Agency Mission:

Acacia Adult Day Services is dedicated to improving the quality of life for frail older adults, persons with dementia or other disabilities and their families by providing expert, supportive care in an inviting and interactive setting.
Access California Services

**Internship Program:** Social Services

**Address:** 631 S. Brookhurst St., Ste. 107
Anaheim, CA 92804

**Phone:** (714) 917-0440 x222

**Fax:** (714) 917-0441

**Supervisor:** Nahla Kayali

**E-Mail:** nkayali@accesscal.org

**Website:** www.accesscal.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 am - 5 pm

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

**Agency Mission:**

Access California Services (AccessCal) is a culturally oriented, community-based organization dedicated to empowering the under-served Arab- and Muslim-American communities by enhancing their quality of life and increasing their self-determination through direct services, referrals, and enrollment in community and government assistance programs.

**Description of Internship:**

Assist with intake referrals, Refugee Support services, Community events, program assisting with outreach, direct services for health and case management. Arabic, Spanish and other foreign languages would be a plus!
**Age Well Senior Services**

<table>
<thead>
<tr>
<th>Internship Program</th>
<th>Address: 24300 El Toro Suite 2000 Laguna Woods, CA 92637</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone: (949)855-8033  Fax: (949)855-8025  Supervisor: Marilyn Ditty, CEO</td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="mailto:mditty@myagewell.org">mditty@myagewell.org</a>  Website: <a href="http://www.myagewell.org">www.myagewell.org</a></td>
</tr>
</tbody>
</table>

**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)

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

**Description of Internship:**

- Interns could work in one or more of the following programs:
  - Meals On Wheels and Congregate Meal Program
    - Serve and deliver meals
  - Nutrition Program
    - Monitor nutritional benefits
  - Adult Day Health Care
    - Helping seniors with arts and craft projects
    - Leading activities at the Center
  - Case Management
    - Health & Wellness
  - Administration
    - Special grants
    - Assist with writing and proof reading, and gathering information.
    - Assist seniors with applying for funding (Emergency Funds).

**Other Hours:**

- Other:

**Agency Mission:**

The MISSION of Age Well Senior Services is to provide resources for older adults to promote their vitality and support their independence.

**E-Mail:** mditty@myagewell.org  **Website:** www.myagewell.org

**Background Clearance:** No

**Person w/ Disabilities:**

**Other:**

**Revised:** 11/19/2015  15-16
**AIDS Services Foundation of OC**

**ASF Undergraduate Internship Program**

**Internship Program:**

Address: 17982 Sky Park Circle, Suite “J”
Irvine, CA  92614
Phone: (949) 809-5771
Fax: (949) 809-5779
Supervisor: Tammy Nguyen
E-Mail: tnguyen@ocasf.org
Website: http://www.ocasf.org

Paid Internships Available: No

**Background Clearance:** No

**Other Hours:** Occasional weekend hours for outreach activities and events.

**Description of Internship:**

Our undergraduate internship placements offer students the opportunity to be an integral part of our agency operations and learn about our various program areas including:

- **Food Pantry:** filling client orders, stocking, checking client eligibility documentation, client track data entry, filing.

- **Reception Desk:** assist at the reception desk when required answering calls, receiving clients, directing clients to appropriate staff and services in person and on the phone.

- **Case Management:** assist case Managers with file thinning and auditing.

- **Quality Management Project:** Each session one intern is selected to carry out the QM process within the agency which involves interviewing all agency managers using a prescribed tool to ensure all programs are operating according to agency policy and procedures.

- **Assist with Community Outreach activities including community health fairs, community service fairs etc.**

- **Assist with Mobile Community Based HIV Testing:** interns are asked to assist HIV testing staff at mobile testing sites throughout OC when in operation.

- **Special events:** interns are expected to assist at ASF fundraising events and with preparation prior to the events. These include OC AIDS Walk, OC Ride for AIDS, ASF Annual Gala, ASF Donor Holiday Party, ASF World AIDS day events and ASF Volunteer Recognition Event.

- **Interns help with the daily administrative duties associated with the ASF Volunteer program and work with volunteers on the monthly Homepage newsletter bulk mailer and on-going condom kit preparation**

- **Special projects as required:** may include assisting with our Strategic planning process, annual survey compilation and report preparation, Housing Resource guide up-date, brochure production etc.

****TB Test required - student to pay for test.**

**Agency Mission:**

The mission of AIDS Services Foundation is to prevent the spread of HIV and improve the lives of men, women and children affected by HIV/AIDS in Orange County.
**Alzheimer’s Association Orange County Chapter Internship**

**Description of Internship:**

Participate in the Alzheimer’s Association Health Fair and Community Events Program. The Association provides education, programs and services for individuals, families, and professionals in Orange County regarding brain health, the signs and symptoms of Alzheimer’s disease and related dementias. Health Fairs and Community Events are a major avenue for reaching people with helpful free information and direction regarding accessing supportive services. The intern will engage in the following activities:

- Receive education and basic training in Alzheimer’s disease and related memory disorders and gain knowledge of Association programs and services as well as related community resources.
- Participate in psycho-educational programs, via observation, for family caregivers of a loved one with dementia
- Receive training in community event outreach
- Participate in Health Fairs and Community Events
- Receive weekly supervision from Master’s level staff

**SKILLS REQUIRED:**

- Familiarity with Alzheimer’s disease and related memory disorders, good communication and computer skills, compassion for others, the ability to maintain confidentiality and to represent the Association in a professional manner, dependability, good organizational skills, viable means of transportation, and the ability to lift a minimum of 25 lbs.

**KNOWLEDGE AND SKILLS THE STUDENT WILL GAIN:**

- Increased knowledge regarding Alzheimer’s disease and related memory disorders and the programs and services available through the Association and the community.
- The opportunity to expand community relations and inter-personal skills.
- Increased sensitivity to the needs of individuals, families and professionals regarding issues related to the disease process
- The opportunity to work with a team of dedicated professionals.

**Agency Mission:**

The Alzheimer’s Association Orange County Chapter is dedicated to promoting brain health in the general community, advancing research, and providing services, education and advocacy for individuals, families and the community affected by Alzheimer’s disease and related memory disorders.
# Anaheim Independencia Center Internship

<table>
<thead>
<tr>
<th><strong>Internship Program:</strong></th>
<th>Anaheim Independencia Center Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>10841 Garza Ave. Anaheim, CA 92804</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(714) 826-9070</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>(714) 826-2732</td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Rosa Renteria</td>
</tr>
<tr>
<td><strong>E-Mail:</strong></td>
<td><a href="mailto:rrenteria@capoc.org">rrenteria@capoc.org</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Paid Internships Available:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Background Clearance:</strong></td>
<td>No</td>
</tr>
</tbody>
</table>

| **Hours Interns Can Work:** | | **Other Hours:** | During tax season (Weekends 9 am - 2 pm) M and W 8 am - 8 pm |
|-----------------------------|-----------------|------------------|
| M-F Regular Business Hrs (9am-5pm) | | M-F Evenings (5pm-10pm) | |
| M-F Nights (10pm-9am) | | M-F Nights (10pm-9am) | |
| Weekend days (9am-5pm) | | Weekend evenings (5pm-10pm) | |
| Weekend evenings (5pm-10pm) | | Weekend nights (10pm-9am) | |
| Academic year only (Aug/Sept-May/June) | |

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

### Description of Internship:
As program aides, interns will assist with implementation of service delivery, learn documentation, reporting, and data entry (demographics), flyer development, work ethic professionalism and policies/procedures of working with a non-profit, customer service, work experience with all ages; community engagement, outreach skills, reporting/documentation.

Programs offered: Afterschool Program: homework club, tutoring; Senior Program Aide, Summer Youth Program, Teen Program, Free Summer Lunch, Community Events

### Agency Mission:
Helping People Changing Lives - The mission of Community Action Partnership of Orange County is to enhance the quality of life in OC by eliminating and preventing the causes and effects of poverty by mobilizing and directing resources that assist, educate, and promote self-sufficiency.

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Updated: 11/19/2015 15-16
Internship Program: Outreach/Truancy & McKinney-Vento Programs

Address: 501 N. Crescent Way
Anaheim, CA 92801

Phone: (714)999-7734
Fax: (714)808-9090

Supervisor: Adela Cruz, MSW, PPSC
E-Mail: cruz_ad@auhsd.us
Website: http://www.auhsd.k12.ca.us

Paid Internships Available: No
Background Clearance: No

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

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)
- Weekdays 7:30AM-4PM

Weekdays 7:30AM-4PM
Other Hours:

Description of Internship:

DUTIES IN THE OUTREACH/TRUANCY PROGRAM INCLUDE:
* Perform a school site or home visit to meet with or to locate students who have not been attending school.
* Conduct a psycho-social-cultural-academic assessment to determine the reasons why the student is missing school.
* Educate students and their parents/guardians of school laws and policies and possible consequences for failure to comply with such laws and policies.
* When possible, develop a mentorship or working relationship with students and families as a way of monitoring attendance and academic progress.
* Maintain and manage a caseload of students and provide adequate treatments and interventions when necessary.
* Documentation of all visits, contacts, treatments and interventions.
* Maintain a current list of school based, public and private list of resources and actively provide these to our students and families.
* Attend school based meetings such as Individual Educational Plans (IEP’s), Student Attendance Review Board (SARB), and District Attorney’s Parent meetings.
* Work with a diverse population of staff, students and families in terms of cultural, racial, ethnic and social economic backgrounds.
* Gain knowledge of and experience in the educational systems, social service systems, legal systems and mental health systems both private and public.

DUTIES IN THE MCKINNEY-VENTO PROGRAM INCLUDE:
* Perform phone interviews, school site or home visit to determine eligibility to the McKinney-Vento Program.
* Conduct a complete psycho-social-cultural-academic assessment of student and his/her family.
* Develop a needs assessment and provide appropriate resources and referrals to meet basic needs such as housing, food and medical.
* Ensure that McKinney-Vento student’s needs and rights are being met at the schools as required by law.
* When possible, develop a mentorship or working relationship with students and families as a way of monitoring stability both with school and housing needs.
* Maintain and manage a caseload of students and provide adequate treatments and interventions when necessary.
* Documentation of all visits, contacts, treatments and interventions.
* Maintain a current list of school based, public and private list of resources and actively provide these to our students and families.
* Provide crisis intervention and counseling when needed.
* Attend community meetings for private and public agencies collaborating to address the issue of Homelessness.
* Attend school based meetings such as Individual Educational Plans (IEP’s), Student Attendance Review Board (SARB), and District Attorney’s Parent meetings.
* Work with a diverse population of staff, students and families in terms of cultural, racial, ethnic and social economic backgrounds.
* Gain knowledge of and experience in the educational systems, social service systems, legal systems and mental health systems both private and public.

Other Hours: Weekdays 7:30AM-4PM
Anaheim Union High School District

and mental health systems, both private and public.

Agency Mission: The Anaheim Union High School District, a partnership of students, parents, staff, and community will provide all students with a quality, well-rounded educational program in a safe and nurturing learning environment that promotes:

- High academic expectations for all students and employees
- 21st Century learning skills for students to act as problem solvers and critical thinkers
- Readiness for post-secondary education, career options. And civic and social responsibility
Anaheim Union High School District

Internship Program: **Special Youth Services Workability I Intern**

Address: 501 Crescent Way P.O. Box 3520
Anaheim, CA 92803-3520

Phone: (714) 936-5468
Fax: (714) 635-5903

Supervisor: Thomas Faranda
E-Mail: faranda_t@auhsd.us
Website: http://www.auhsd.k12.ca.us

Paid Internships Available: No
Background Clearance: Yes

Paid Internships Available: No
Background Clearance: Yes

Through this Internship:

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

Other Hours: Mon. to Fri 8AM-4PM

Description of Internship:

Objective: Gain professional experience and specialized training in the field of school counseling by assisting Vocational Transition Specialist in providing transition services to mild/moderate/severely challenged students in Jr. High and/or High School settings. Interns will learn to provide services through the Workability 1 Grant by implementing the current goals set in the IEP’s (Individual Education Plans) and ITP’s (Individual Transition Plans).

Intern candidates should be: highly motivated, able to work independently, be a good public speaker, take direction well, and be detail oriented. We are seeking an intern who is professional, reliable, and seeks new challenging situations. The candidate should have the ability to take criticism, and evaluate their own performance.

The intern will receive specific training:

- Develop skills in conducting Formal and Informal Assessments with special education students at the Jr. High and High School levels for IEP/ITP purposes.

- Learn to facilitate JOB CLUB activities in a small classroom or group settings at the Jr. High and/or High school settings.

- Assist in conducting and facilitating Self Awareness, Career Exploration, and Life Skills Development at the Jr. High and/or High School settings.

- Data work including follow up with previous students to find out their work and education status

NOTE: Finger Printing will be covered by agency

The Workability 1 program provides comprehensive pre-employment training, employment placement and follow-up for high school students in special education who are making the transition from school to work, independent living, and postsecondary education or training.

Agency Mission: The Anaheim Union High School District, a partnership of students, parents, staff, and community will provide all students with a quality, well-rounded educational program in a safe and nurturing learning environment that promotes:

- High academic expectations for all students and employees
- 21st Century learning skills for students to act as problem solvers and critical thinkers
- Readiness for post-secondary education, career options. And civic and social responsibility
**APAIT Intern**

**Address:** 12900 Garden Grove Blvd. #220A  
Garden Grove, CA 92843

**Phone:** (714)636-1669

**Fax:** (714)636-8828

**Supervisor:** Jury Candelario

**E-Mail:** jcandelario@apaitonline.org

**Website:** apaitonline.org

**Paid Internships Available:** No

**Background Clearance:** Yes

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

**Other Hours:**

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

**Description of Internship:**

**SUMMARY:** Interns will have the opportunity to conduct outreach/education events, screen and recruit potential clients for department programs, facilitate social support groups, and implement HIV testing and counseling services. Experience or willingness

**JOB DESCRIPTION**

* Conduct outreach and education activities in venues such as gay bars/clubs, sex parties, bath houses, college campuses, health fairs, and community events

* Provide culturally and linguistically appropriate services

* Facilitate social support groups for individuals living with or at risk for HIV infections

* Opportunities to help staff implement prevention education and counseling programs

* Maintain and develop team program training, protocols and policies

* Promote the availability of psychosocial services to prospective clients

* Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments

* Attend Unit, Case Conferences, Agency and Community meetings when available

* Other activities as required to conduct program and agency objectives

**CLEARANCE REQUIREMENTS**

**Require updated T.B. Test from within the past 12 months**

**Livescan required and provided. You will need to drive to the LA location to do this.**

**Agency Mission:** To advocate, educate and achieve optimal health and well-being for medically underserved communities.
**SUMMARY:** The Health Outreach Intern will support and implement outreach and engagement activities to recruit participants for APAIT Orange County's various programs that include but are not limited to HIV testing and counseling, substance abuse prevention, HIV/AIDS prevention and care services, individual and group level mental health programs, and intensive case management services.

**ESSENTIAL FUNCTIONS:**
* Outreach at various venues including but not limited to bars, clubs, college campuses, health fairs, etc.
* Recruit participants with primary focus on substance use and HIV testing programs.
* Assist in program documentation as needed.
* Assemble safer sex kits and other health education materials for outreach utilization.
* Other activities as required to conduct program and agency objectives.

**MINIMUM QUALIFICATIONS:**
* Ability to communicate effectively both verbally and in writing.
* Ability to coordinate multiple projects and tasks simultaneously in a high pressure environment.
* Ability to master a wide range of information, take initiative and adapt in a team environment.
* Strong interpersonal skills and ability to relate to staff of a variety of cultures, languages, and educational backgrounds.
* Ability to work with diverse communities (multi-gender, ethnic, generation, lingual, lesbian, gay, bisexual, transgender, and substance abuse.)
* Knowledge of HIV/AIDS and related co-morbidity issues.
* Computer skills in use of word processing (MS Word, spreadsheets (Excel and database programs.
* Valid CA Driver's License and current auto insurance.

**Agency Mission:** To advocate, educate and achieve optimal health and well-being for medically underserved communities.
**Family Resource Center**

**Description of Internship:**

The ARCHES intern will be responsible for providing administrative support while gaining experience in grant writing, community outreach, and analyzing program data.

**Performance Responsibilities:**

- **Customer Service/Translation**
  - Field and resolve incoming telephone calls and emails, providing translation services as able and needed.
  - Provide translation for case managers, counseling sessions and vision appointments as able and needed.
  - Provide information and referral services to ARCHES clients.
  - Schedule vision and intake appointments with clients.

- **Data Entry and Analysis**
  - Collect, enter, and compile data relating to clients served and services provided.
  - Organize, categorize and analyze findings and summarize these in a coherent and concise report to Program Manager.
  - Present findings to Program Director.

- **Fund Development**
  - Research and identify potential revenue sources.
  - Develop and write grant proposals to foundations and other grant-making organizations.
  - Promote annual fundraising campaign within office.

- **Community Outreach**
  - Attend community events to raise awareness and support for ARCHES program.
  - Plan and support community outreach events.
  - Develop marketing materials to distribute to prospective clients.

**EDUCATION, EXPERIENCE, AND PREFERRED SKILLS:**

- Must be 18 years of age
- Must have established communication skills, both written and verbal
- Must have intermediate proficiency with Microsoft Word, Excel, Word Perfect, and other software programs
- Must be a compassionate, resourceful person, committed to helping families and children reach their full potential
- Bilingual capabilities (Spanish or Vietnamese)

**REQUIREMENTS:**

- Interview with Human Resources, reference checks. Live Scan and TB test costs are covered by BGC GG.
ARCHES program is a dedicated family support program of Boys & Girls Clubs of Garden Grove (BGCGG) that focuses on improving families’ Access to Resources for Children’s Health, Education, and Support, connecting families to community resources by providing:

* Information & Referral Services
* Child and Family Counseling
* Transportation
* Pediatric Vision Care
* Healthy Smiles for Kids of Orange County
* Children's Hospital of Orange County
* Healthy Families
Arthritis Foundation of OC

Internship Program: Programs for Better Living
Address: c/o Hoag Hospital 16200 Sand Canyon Ave
Irvine, CA  92618
Phone: 949-585-0201
Fax: 949-585-0202
Supervisor: Isela Monterrosas
E-Mail: imonterrosas@arthritis.org
Website: http://www.arthritis.org

Paid Internships Available: No
Background Clearance: No

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

Description of Internship:

**MILEAGE COMPENSATION**

ABOUT THE ORGANIZATION: The Programs Department of the Arthritis Foundation is directly responsible for increasing community awareness and providing high quality programs and services in Orange County and South Los Angeles area. Services include exercise classes for adults, spring and summer camps for children, a speaker's bureau presentations, health fairs, and telephone referral assistance.

INTERNESHIP DESCRIPTION: Field study students will assist the Program Department in raising awareness about the prevention and management of arthritis. Students may choose from a wide array of opportunities, including planning special community awareness events, leading public health programs, or conducting community education and outreach. Students may also become involved in a summer camp programs for children with arthritis, set up special programs for underserved minority populations, or facilitate fitness classes.

Students will be supervised by the Program Director and will also interact with health professionals on a regular basis. Students may also attend meetings in the field as appropriate to the intern's scope of work.

SKILLS REQUIRED: Self-starter with basic office and organizational skills, enthusiasm and a genuine interest in working with people. Bilingual in Vietnamese or Spanish a plus. Proven experience with public speaking and good telephone etiquette required.

Agency Mission: The mission of the Arthritis Foundation is to improve lives through leadership in the prevention, control, and cure of arthritis and related diseases.

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

Other Hours: M-F Regular Business Hrs (9am-5pm) occasionally

E-mail: imonterrosas@arthritis.org
Website: http://www.arthritis.org
**Be the Match, the National Marrow Donor Program**

**Internship Program:** Recruitment and Community Development Intern

**Address:** 1231 E. Dyer Rd., Suite 236  
Santa Ana, CA  92705

**Phone:** 714-800-1630  
**Fax:** 714-662-4465

**Supervisor:** Pat Conlee  
**E-Mail:** pconlee@nmdp.org  
**Website:** www.bethematch.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  
- ✌️ Counseling Services  
- ✌️ Administrative/Computers  
- ✌️ Health Issues

**Description of Internship:**  
The position of Recruitment & Community Development Intern supports the field recruitment staff by participating in a variety of recruitment projects and activities, assisting with donor education and managing donor recruitment dries while working under the supervision of the National Marrow Donor Program staff.

BACKGROUND CHECK REQUIRED - No cost for intern

**Agency Mission:**  
We save lives through cellular transplantation-- science, service, and support.
**Betsy Ross Elementary School**

Internship Program: **Tutoring Intern**

- **Address:** 535 S. Walnut St. Anaheim, CA 92802
- **Phone:** (714)517-8956
- **Fax:** (714)517-9246
- **Supervisor:** Vanessa Marroquin
- **E-Mail:** vmarroquin@acsd.us
- **Website:** www.acsd.k12.ca.us

- **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 8:00 AM - 3:00 PM

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

**Description of Internship:**
Interns will volunteer in K-6th grade classrooms. They can assist the teacher in Language Arts, Math and ELD instruction.

*small group discussion
*one-on-one intervention
*assessments
*language development for non-English speakers

**Agency Mission:**
Betsy Ross is committed to promoting a partnership between home, school and community, which creates an environment that provides a positive climate for learning in which all students will reach their fullest potential. The mission of our school is to provide appropriate instruction, which will enable all students to progress towards academic proficiency and develop a love of learning and social responsibility. Students will be assessed regularly and teachers will collaboratively implement intervention strategies to meet the needs of all students. We specifically strive for excellence. A great deal of time is spent setting high standards, planning instruction, and regularly evaluating the quality of our efforts. Our emphasis is on standards-based instruction, focusing on language arts and mathematics. Social science, science, and art and other disciplines are also taught and integrated into the daily instructional program. All teachers focus on increased student reading and writing achievement.
Big Brothers Big Sisters of Orange County

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<thead>
<tr>
<th>Internship Program:</th>
<th>Community Based Internship</th>
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<tbody>
<tr>
<td>Address:</td>
<td>1801 E. Edinger Ave., Ste. 101</td>
</tr>
<tr>
<td></td>
<td>Santa Ana, CA 92705</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714)619-7025</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714)544-7643</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Amanda Hastings</td>
</tr>
<tr>
<td>E-Mail:</td>
<td>a <a href="mailto:hastings@ocbigs.org">hastings@ocbigs.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.bigbrooc.org">www.bigbrooc.org</a></td>
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<td>Paid Internships Available:</td>
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<td>Background Clearance:</td>
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<th>Other Hours:</th>
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<td>Evenings only on T-TH until 8:30 PM</td>
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<td>Health Issues</td>
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<td>Counseling Services</td>
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| Description of Internship: |

Big Brothers Big Sisters of Orange County is a national mentorship non-profit, our goal is make sure that every child who inquires has an opportunity to be matched one-to-one with an adult mentor. Within the Community Based Department there are two main teams: Enrollment and Recruitment/Engagement; Match Support. The Enrollment team serves to interview, assess, and match the accepted volunteers and children. The Recruitment/Engagement team serves to recruit new volunteers, attend community outreach events, and engage with the active volunteers and children in the program with special events. The Match Support team focuses on providing the best customer service to the families and volunteers by providing one-to-one case management.

Big Brothers Big Sisters of Orange County is seeking interns with the desire to learn, the ability to multitask, great time management skills, and a passion to better serve our community. All interns are interviewed and if accepted into the program must complete fingerprints and training. Bilingual English/Spanish is preferred, but not a requirement.

| Agency Mission: |

Big Brothers Big Sisters of Orange County provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever. We focus on prevention and meeting a child’s most basic developmental needs. Our impact does not only change the life of that child forever, but the lives of generations to come.

Revised: 11/19/2015  15-16
Big Brothers Big Sisters of Orange County

### Internship Program: **Site Based Internship**

- **Address:** 14131 Yorba St. Suite 200  
  Tustin, CA 92780
- **Phone:** 714-619-7022  
  (714)544-7643
- **Supervisor:** Hazel Gonzales  
  E-Mail: hgonzales@bigbrooc.org
- **Website:** www.bigbrooc.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:
- **☐** Health Issues
- **☐** Counseling Services
- **✓** Administrative/Computers

#### Description of Internship:
There are many areas within the Site-Based Programs that an intern can grow and gain valuable experience during their internship here. We feel it is important to include you in all aspects of our work. Our team serves youth ages 6-18. We encourage you to become involved in our internship program. The internship will concentrate on the following areas:

**SEMESTER 1**
- Assist with volunteer orientation and training - Create & distribute welcome packets to our program participants - Manage participant enrollment procedures by writing timely and comprehensive assessments - Manage, track, and organize participant enrollment procedures in data management program - Maintain accurate file documentation for each match according to BBBS standards and agency policies - Attend agency staff and departmental meetings.

**SEMESTER 2:**
- Help facilitate site of participants in our Beyond School Walls mentoring program (corporate partnership program) - Work directly with youth participants under internship supervisor guidance - Attend community outreach and recruitment events - Manage participant enrollment procedures by writing timely and comprehensive assessments - Manage, track, and organize participant enrollment procedures in data management program - Maintain accurate file documentation for each match according to BBBS standards and agency policies - Distribute, manage, and track evaluative surveys necessary for improving program and meeting grant requirements – Attend agency staff and departmental meetings.

#### Agency Mission:
Big Brothers Big Sisters of Orange County provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever. We focus on prevention and meeting a child’s most basic developmental needs. Our impact does not only change the life of that child forever, but the lives of generations to come.
# Blind Children's Learning Center

**Internship Program:** Teacher's Aide

| Address: | 18542-B Vanderlip Ave.  
Santa Ana, CA  92705 |
| Phone: | (714)573-8888 x4112 |
| Fax: | (714)573-8875 |
| Supervisor: | Carrie Smith |
| E-Mail: | Carrie.Smith@blindkids.org |
| Website: | www.blindkids.org |

**Background Clearance:** Yes

**Paid Internships Available:** No

**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)

**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:**

Interns work under the guidance and support of teaching staff to assist in the education and development of blind, visually impaired, deaf/blind and sighted children in a classroom or childcare environment. Interns participate in training and orientation to learn on an ongoing basis about working with special needs children. Interns help teaching staff to implement daily curriculum during school and childcare program hours. Interns may also help to plan activities and or take the lead in circle time as needed and appropriate. Interns assist the children with art activities, mealtimes, outside play, and so forth. Interns also assist in supervising the children for safety and in maintaining a clean environment for the children by assisting with clean up. Interns must be able to work as part of a team and take direction. Interns must have an understanding of children and be interested in learning more about serving typical and special needs kids. To the extent possible, interns are placed in positions where they can gain experience in their specific area of interest. All interns must be TB tested and have fingerprint clearance.

**Agency Mission:**

The Mission of Blind Children's Learning Center is to provide early intervention, education, and services for blind, visually impaired and deaf/blind infants and youth and their families to allow access to education in preparation to lead independent lives.
Boys & Girls Club of Brea - Placentia - Yorba Linda

Internship Program: Youth Development Intern
Address: 502 S. Sievers Ave.
Brea, CA 92821
Phone: (714) 990-0215
Fax: (714) 990-5036
 Supervisor: Alicia De La Luz OR Elvin Campbell
E-Mail: alicia@everykid.org / elvin@everykid.org
Website: http://www.everykid.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: School Year Hours: 2:00 - 6:00pm (M-F)
Summer Hours: 7:30 - 6:00pm (M-F)

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

Description of Internship:
Interns will supervise and interact with youth 6 to 18 years of age with a range of activities such as:
sports, games, computers, tutoring, work with the Club Supervisor, and/or provide administrative support.

The purpose of the Boys and Girls Club of Brea - Placentia-Yorba Linda is to provide facilities for, and
to promote the physical, social, educational, vocational, moral and character development of boys and
girls, ages 6 to 18 without regard to race, creed or national origin. The program is dedicated to the
values of commitment, integrity, service, and safety. No child will be denied admittance to the Boys &
Girls Club due to economic reasons.

Note: Need TB testing results and CPR/first aid certification also.

Agency Mission: To enable all young people, especially those who need us the most, to reach their full potential as
productive, caring, responsible citizens.
Boys & Girls Club of Whittier

Internship Program: BE GREAT: Graduate

Address: 7905 S Greenleaf Ave
Whittier, CA 90602

Phone: (562)758-8399
Fax: (562)9457152

Supervisor: Ciara Hutchins
E-Mail: Ciara@bgcw.org
Website: www.bgcw.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 Afternoons, 2-6:30PM

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:
Most interns work in our Be Great Graduate room. Be Great Graduate is an early intervention program for our highest "at risk" members. The students in this program show early warning signs of possible high school dropout. We track these students based on their ABC’s: school Attendance, Behavior and Course performance. Instead of waiting until these students are in high school and ready to drop out, we watch for warning signs while they are still in elementary and middle school. Each student displaying the warning signs is assigned a case management mentor to help him/her get on the right track. All interns are expected to case manage 2-3 students.

Additionally, students will assist with homework, provide mentoring, work one-on-one with students to assess their situation and provide feedback based on the 5 Step Problem Solving Strategy.

Training is free and mandatory. Training includes two 1-hours sessions.

After the interview, the intern must complete a background check which cost $8 and a provide a clear TB test within 2 years.

Agency Mission: To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.
**Boys & Girls Club, Garden Grove**

**Internship Program:** Bilingual Case Worker Intern

**Address:** 10540 Chapman Ave.
Garden Grove, CA 92840

**Phone:** (714)530-0430
**Fax:** (714)636-2158

**Supervisor:** Rochelle Kostiuk
**E-Mail:** rkostiuk@bgcgg.org
**Website:** www.bgcgg.org

**Paid Internships Available:** No

**Background Clearance:** Yes

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

**Description of Internship:**

**PRIMARY FUNCTION:** Helps the program interact with the community both in the office setting and at community events. Assists with compiling referrals, classes, scheduling intake appointments with clients and families, connecting families to community resources, and clerical support.

**PROGRAM DEVELOPMENT & IMPLEMENTATION**
- Conducts intakes with clients and families in Spanish or Vietnamese and English
- Assists in creating and terminating files, completing all necessary documentation, updating client information into database, assessing and gathering background information from clients
- Completes weekly phone calls to clients on waiting list as needed and answer phones to provide customer service
- Calls and schedules clients for intakes and appointments according to program procedures and completes follow up phones calls for reminders or missed appointments
- Provides referrals and community resources to clients and families
- Assists in teaching educational classes to school aged children, teens and parents as needed
- Assists in collecting, entering and compiling data relating to clients served and services provided
- Assists in screening, selecting and enrolling clients, and follow up with phone contact as needed
- Attends staff/volunteer meetings and trainings
- Assists in planning community outreach events, develops marketing materials, and attends community events Effectively supports the implementation of programs, services and activities
- Ensures a productive work environment by working as a team member, contributing to team meetings and providing feedback to support decision making; continuously manages own time and resources
- Continuously develops own knowledge and skills in each of the various Family Strengthening programs in order to diversify skills

**TECHNOLOGY**
- Effectively uses Microsoft Office applications, electronic scheduling and database software
- Completes daily process notes for each client worked with and enter information into database
- Documents all services rendered including phone contact, completed services and records in database

**QUALIFICATIONS**
- Experience working with families and youth
- Administrative experience a plus
- Bilingual/bi-literate capabilities (Spanish or Vietnamese)
- Must be at least 21 years of age for FYOP or TRC
- Must be at least 18 years of age for ARCHES

**SCHEDULE:**
- At least two days per week and at least four hours per day

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**Agency Mission:**

The mission of Boys and Girls Clubs of Garden Grove is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

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**Revised:** 11/19/2015  15-16
Boys & Girls Club, Garden Grove

Internship Program: **Truancy Reduction Center**
Address: 12012 Magnolia St. Rm 8
Garden Grove, CA 92840
Phone: (714)530-0430 x 1929
Fax: (714)636-2158
Supervisor: Rochelle Kostiuk
E-Mail: rkostiuk@bgcgg.org
Website: www.bgcgg.org
Paid Internships Available: No
Background Clearance: Yes

Description of Internship:

**PRIMARY FUNCTION:** Helps the program interact with the community both in the office setting and at community events. Assists with compiling referrals, classes, scheduling intake appointments with clients and families, connecting families to community resources, and clerical support.

**PROGRAM DEVELOPMENT & IMPLEMENTATION**
* Conducts intakes with clients and families in Spanish or Vietnamese and English
* Assists in creating and terminating files, completing all necessary documentation, updating client information into database, assessing and gathering background information from clients
* Completes weekly phone calls to clients on waiting list as needed and answer phones to provide customer service
* Calls and schedules clients for intakes and appointments according to program procedures and completes follow up phones calls for reminders or missed appointments
* Provides referrals and community resources to clients and families
* Assists in teaching educational classes to school aged children, teens and parents as needed
* Assists in collecting, entering and compiling data relating to clients served and services provided
* Assists in screening, selecting and enrolling clients, and follow up with phone contact as needed
* Attends staff/volunteer meetings and trainings
* Assists in planning community outreach events, develops marketing materials, and attends community events Effectively supports the implementation of programs, services and activities
* Ensures a productive work environment by working as a team member, contributing to team meetings and providing feedback to support decision making; continuously manages own time and resources
* Continuously develops own knowledge and skills in each of the various Family Strengthening programs in order to diversify skills

**TECHNOLOGY**
* Effectively uses Microsoft Office applications, electronic scheduling and database software
* Completes daily process notes for each client worked with and enter information into database
* Documents all services rendered including phone contact, completed services and records in database

**QUALIFICATIONS**
* Experience working with families and youth
* Administrative experience a plus
* Bilingual/bi-literate capabilities (Spanish or Vietnamese)
* Must be at least 21 years of age for FYOP or TRC
* Must be at least 18 years of age for ARCHES

**SCHEDULE:** At least two days per week and at least four hours per day

---

Agency Mission: The mission of Boys and Girls Clubs of Garden Grove is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.
Boys & Girls Clubs of Laguna Beach

Internship Program: Boys & Girls Clubs of Laguna Beach
Address: 1085 Laguna Canyon Road
Laguna Beach, CA 92651
Phone: (949)494-2335 x 104
Fax: (949)494-3749
Supervisor: Andrew Kincare
E-Mail: andrewk@bgclaguna.org
Website: www.bgclagunabeach.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Children/Youth
- Recreation Programs
- Counseling Services
- Administrative/Computers

Description of Internship:
This program is designed for students looking for an internship or completing a fieldwork class. It is intended to give a comprehensive overview of what it is like to work for a non-profit organization, specifically in youth development. This program is a great way to gain valuable experience in an enriching and rewarding work environment.

Each intern is trained in the Boys & Girls Club philosophy and our formula for youth impact. Their job duties are broken up into three parts: administrative duties, member interaction, and special projects. They work alongside staff and volunteers to complete daily tasks for the organization, such as attendance tracking, creating forms and flyers, and prepping the Club for daily activities. Once members arrive after school, interns help staff run outcome driven programs for members.

In addition, each intern is required to complete projects during their semester with the organization. Projects will vary depending on the student’s major, experience, and time commitment. Many of these projects involve working with site staff and executive staff, such as the Program Director, Branch Director, Development Director, and Executive Director. Some examples of past projects include:

* Mentor at least one youth for the duration of the internship, and track the youth’s behavior and interactions.
* Plan and run a national Boys & Girls Club youth program weekly with another staff at the Club.
* Write a press release about a Club program or special event.
* Research and write a grant for the organization.
* Coordinate a field trip or special event for members.

Requirements: Students meet with the Site Supervisor monthly for evaluations and to monitor the progress of their program.

Positions are currently available at our Main Branch in Laguna Canyon and our TLC Branch at Bluebird Park. Please apply early as space is very limited. For more information, and applications, please contact:

NICK ROBITAILLE, ASSISTANT BRANCH DIRECTOR
BOYS & GIRLS CLUB OF LAGUNA BEACH, MAIN BRANCH
LAGUNA BEACH, CA 92651
PHONE: (949) 494-2335 x 104
NICKR@BGCLAGUNA.ORG

LAUREN LANDERS, PROGRAM DIRECTOR
BOYS & GIRLS CLUB OF LAGUNA BEACH, TLC BRANCH
1470 TEMPLE TERRACE
LAGUNA BEACH, CA 92651
PHONE: (949)494-7630
FAX: (949)493-3749
LAURENL@BDCLAGUNA.ORG
Boys & Girls Clubs of Laguna Beach

Agency Mission:

Mission is to inspire and enable all young people from the communities we serve to realize their full potential as healthy, productive, responsible and caring citizens.

We are committed to providing a safe environment that promotes the positive development of healthy behaviors, ethical values, academic achievement, creativity and cultural appreciation in the youth of our community.
# Boys Republic

**Internship Program:** Boys Republic  
**Address:** 1907 Boys Republic Dr.  
Chino Hills, CA 91709  
**Phone:** (909)628-1217  
**Fax:** (909) 902-1757  
**Supervisor:** Sterling Scott  
**E-Mail:** sscott@boysrepublic.org  
**Website:** http://www.boysrepublic.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:  
- Health Issues  
- Counseling Services  
- Administrative/Computers

**Description of Internship:** The Boys Republic internship experience will provide the intern with exposure to all aspects of treatment provided at Boys Republic under the direct and constant supervision of a Boys Republic supervisor. This exposure includes: team meetings, daily small group sessions, P.O. conferences, psychiatric staffing, etc.

**Agency Mission:** Boys Republic is a non-profit organization which seeks to give adolescent youth with behavioral, educational, and emotional difficulties an opportunity to achieve their maximum potential for a responsible, self-directed life within the community.  
Every attempt is made to involve family members in the rehabilitation process and to bring about the reunification of the family. We consider the development of academic, vocational and social skills essential in assisting the youth we serve to return to the community as useful, productive citizens.
# Braille Institute of OC

## Teaching Assistant

<table>
<thead>
<tr>
<th>Address:</th>
<th>527 North Dale Ave. Anaheim, CA 92801</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>714-821-5000 ext. 2113</td>
</tr>
<tr>
<td>Fax:</td>
<td>714-527-7621</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Donna Wager</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:dewager@brailleinstitute.org">dewager@brailleinstitute.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.brailleinstitute.org">http://www.brailleinstitute.org</a></td>
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</tbody>
</table>

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

**Other Hours:** Days will be determined at times of acceptance

**Description of Internship:**
Interns will work with blind and visually impaired youth (ages 6 to 18) in an educational/recreational setting. Responsibilities include lesson plans and small group instruction in one of the following areas: art, music, dance, or sport and recreation. Applicants must be knowledgeable in one or more of these areas and possess strong communication skills. Familiarity with adaptive education or occupational therapy is helpful but not required. This internship will provide a unique, meaningful work experience for students who are interested in youth education.

**Background Clearance:** Yes

**Agency Mission:** Braille Institute is committed to eliminating blindness and severe sight loss as a barrier to the fulfillment of life.
Buena Clinton Youth & Family Center

Buena Clinton After School or Summer Program

Address: 12661 Sunswept Ave
Garden Grove, CA 92843
Phone: 714-741-5769
Fax: 714-554-5732
Supervisor: Gabi O'Cadiz-Hernandez
E-Mail: gabrielao@ci.garden-grove.ca.us
Website: www.ci.garden-grove.ca.us

Paid Internships Available: No

Background Clearance: Yes

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

Description of Internship:
Students will gain experience working with school age children in 1-6th grades in the Center’s After School Program. Interns assist Center staff in developing and implementing daily program curriculum and recreational activities for children as well as assist children with completing their homework. Students must be available in the afternoons M-TH minimum 5-8 hours per week.

- Working with 1st – 6th grade students to provide assistance with homework in all subjects.
- Assisting students develop a better understanding of in-class and homework assignments.
- Coaching the students in identifying resources to complete assignments.
- Reviewing completed assignments and suggests ways to improve student’s school homework.
- Providing positive feedback on the student’s progress and encouraging the student's continued focus on academic excellence.
- Assisting with enrichment activities (i.e. arts & crafts, outdoor games, and other activities).
- Assisting with special events or outreach activities as needed.
- Assisting with clerical duties as needed and performing additional duties as assigned.

During the summer months interns will support the Center’s Day Camp program by planning arts and crafts, recreational activities for children and work along side them in fun safe environment. Program runs end of June to Mid August M-TH. Hours are flexible between 8-5pm. Students may also have the opportunity to coordinate the Center’s summer reading program. Responsibilities include creating weekly themes, identifying age appropriate books, working with youth volunteers and scheduling guest readers.

Agency Mission: Promoting and strengthening a united Buena Clinton Community. The vision for the Buena Clinton neighborhood is to become a well-maintained, peaceful, and sage community of self-sufficient residents.

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-Thursday 2PM-6PM (School Year)
Monday-Thursday 8AM-5PM (Summer)

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

Promoting and strengthening a united Buena Clinton Community. The vision for the Buena Clinton neighborhood is to become a well-maintained, peaceful, and sage community of self-sufficient residents.
Buena Clinton Youth & Family Center

Internship Program: Information & Referral Specialist

Address: 12661 Sunswept Ave
Garden Grove, CA 92843

Phone: 714-741-5769
Fax: 714-554-5732

Supervisor: Gabi O’Cadiz-Hernandez
E-Mail: gabrielao@ci.garden-grove.ca.us
Website: www.ci.garden-grove.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: Monday- Thursday 2-6PM.

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

Description of Internship:
- Becoming aware of resources within the community by researching and conducting site visits with community partners.
- Working directly with residents who reside in the area that include families and youth by being the first line of contact at the front desk.
- Answer phones, client inquiries, provide information on services available over the phone and in person.
- Collect personal client information that will help case managers assess client / family needs.
- Work independently, and in groups, advocating and developing plans to address the needs of the individual and/or family.
- Promote the center’s resources in community fairs and events.
- Attend monthly coalition meetings and participate on subcommittee as needed.
- Participating in staff meetings and trainings and perform additional duties as assigned.
- Work alongside MSW interns during social skills counseling groups.
- Attend weekly case management team meetings.
- Provide case managers support in researching resources, submitting paperwork to respective agencies on their behalf.
- Provide support to MSW students during social skills groups.
- Assisting with clerical duties as assigned.

NOTE: Live scan and Fingerprinting provided by agency

Agency Mission: Promoting and strengthening a united Buena Clinton Community. The vision for the Buena Clinton neighborhood is to become a well-maintained, peaceful, and sage community of self-sufficient residents.
California Association for Alcohol/Drug Educators

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Central Office/Annual Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>5230 Clark Avenue, Suite 3</td>
</tr>
<tr>
<td></td>
<td>Lakewood, CA 90712</td>
</tr>
<tr>
<td>Phone:</td>
<td>(707)722-2331</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)275-3494</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Lori Phelps</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:director@caade.org">director@caade.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.caade.org">www.caade.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
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<tr>
<td>Background Clearance:</td>
<td>No</td>
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<tr>
<td>Hours Interns Can Work:</td>
<td>✓ M-F Regular Business Hrs (9am-5pm)</td>
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<td>✓ Academic year only (Aug/Sept-May/June)</td>
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<tr>
<td>Other Hours:</td>
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<tr>
<td>Through this Internship,</td>
<td>Children/Youth</td>
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<tr>
<td>Students Gain Experience With:</td>
<td>Families/Couples</td>
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<td></td>
<td>Elderly Services ✓ Substance Abuse</td>
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<td>Health Issues</td>
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<td></td>
<td>Counseling Services ✓ Administrative/Computers</td>
</tr>
<tr>
<td>Description of Internship:</td>
<td>This is an administrative internship in a not-for-profit agency that deals with addiction counseling education and counselor certification. The student may answer phones, process applications, do database entry, letter writing, office organization and/or event planning activities. Interns must be enrolled in the Substance Abuse track and shall be members of The Substance Abuse Awareness and Prevention Student Association (SAAPSA).</td>
</tr>
<tr>
<td>Agency Mission:</td>
<td>VISION STATEMENT:</td>
</tr>
<tr>
<td></td>
<td>The CAADE Vision is to be a leader in state and national collaborative efforts to improve the overall health and welfare of those afflicted with substance use disorders.</td>
</tr>
<tr>
<td></td>
<td>MISSION STATEMENT:</td>
</tr>
<tr>
<td></td>
<td>CAADE promotes and supports quality higher education in addiction studies by developing and implementing accreditation standards; providing continuing education and professional development; leading at the state and national levels in the development and implementation of certification and licensure standards for addiction service professionals; and providing public policy education and advocacy among consumers and other stakeholders.</td>
</tr>
</tbody>
</table>
Internship Program: **Assistant Career Mentor**

**Address:** P.O. Box 6545

Fullerton, CA  92834

**Phone:** (714)515-2070

**Fax:** none

**Supervisor:** Kathey Schuster

**E-Mail:** CareerWise.KS@gmail.com

**Website:**

**Paid Internships Available:** No

**Background Clearance:** No

**Through this Internship:** ✅ Children/Youth  ✅ Families/Couples  ✅ Tutoring Services  ✅ Person w/ Disabilities

**Students Gain Experience With:**

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

**Other Hours:** Availability of work on weekends varies.

**Description of Internship:**

CareerWise, a non-profit, customizes career development for each of its homeless clients at no charge. Services to clients include:

- Resume writing
- Email setup
- Job search, interview, networking, job retention, and life-and-work-balance coaching
- Tutoring high school/GED completion subjects, ESL, and literacy
- Teaching computer skills
- Assisting with online job applications
- Image coaching
- Aptitude assessment
- College-level assignment support
- Career-related life skills classes

**DUTIES OF INTERN:**

- Observe and record Career Mentor activity and client progress, during client appointments and career labs, at the eight homeless shelters that we serve
- Learn and provide the Mentors’ career development services directly to the homeless clients
- Develop and update mentoring materials (researching and writing)
- Train new volunteer mentors
- Develop presentation materials
- Contribute to design and development of our operations and services

**Agency Mission:**

**MISSION:** develop independence, hope, dignity, and productivity by guiding homeless clients to sustained employment.

**VISION:**

- Provide one-on-one support, critical to sheltered families
- Prepare resumes and coach networking that results in interviews
- Coach interview, computer, and job retention skills
- Tutor GED and ESL
- Develop work/life balance strategy to obtain and sustain independence

**E-Mail:** CareerWise.KS@gmail.com

**Website:**

**Background Clearance:** No

**Revised:** 11/19/2015  15-16
**Casa Teresa Inc.**

**Human Services Intern**

**Address:** 123 W. Maple  
Orange, CA 92866

**Phone:** (714)538-4860  
**Fax:** (714)744-6409

**Supervisor:** Yvonne Lopez  
**E-Mail:** ylopez@casateresa.com

**Website:** www.casateresa.com

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

**Description of Internship:**

- **PURPOSE:**
  To provide an internship opportunity to acquire knowledge, gain skills and understand attitudes of professional human service providers. Students will enrich their understanding of human development, the problem in human functioning, be involved in programs that help people in their problems as well as be introduced to crisis intervention.
  - Work front desk, taking crisis calls and doing initial pre-qualifying telephone intake, learning organization's staff and job descriptions, assisting new moms in telephone calls, faxes and internet searches for jobs.
  - Shadow House Mothers of Parenting, Transition and Adoption Houses in their daily responsibilities
  - Attend Adoption House monthly meeting with Adoption Agency
  - Attend evening classes to observe curriculum provided by agency
  - Work with Case Manager during intake interview for acceptance in program
  - Informally be with residents before and after classes
  - Participate in Mother Blessing for a mom-to-be
  - Work with Staff Nurses on Prenatal and Mom and Baby classes (morning hours only)
  - Teach a resident one-on-one, a new skill such as resume writing, learn a new computer program, skills for seeking jobs, etc.
  - Work with Case Manager on Orientation of new residents to program
  - Once a week meet with supervisor to discuss schedule and evaluate progress and acquire feedback of internship
  - Help prepare rooms for residents moving in and moving out
  - Help with donations received
  - Work with our re-sale donations boutique

**CLEARANCE REQUIREMENTS:**

- TB Test - $20 and Livescan - $12-14

**Agency Mission:**

We save lives by providing a temporary home and on-going support for pregnant women 18 years and older who are alone. Counseling and education programs prepare these women to making loving and informed decisions for themselves and their babies.

---

**Hours Interns Can Work:**

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

**Other Hours:**

- Other: Provide Training/education

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

---

**Internship Program:**

**Address:**

**Supervisor:**

**Phone:**

**Fax:**

**E-Mail:**

**Website:**

---

**Agency Mission:**

We save lives by providing a temporary home and on-going support for pregnant women 18 years and older who are alone. Counseling and education programs prepare these women to making loving and informed decisions for themselves and their babies.

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**Revised:** 11/19/2015  15-16  37
**Casa Youth Shelter**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Casa Youth Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>10911 Reagan St.</td>
</tr>
<tr>
<td></td>
<td>Los Alamitos, CA 90720</td>
</tr>
<tr>
<td>Phone:</td>
<td>(562)594-6825</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562) 594-9185</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Ernestine Wright</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:ernestinewright@casayouthshelter.org">ernestinewright@casayouthshelter.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.casayouthshelter.org">www.casayouthshelter.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
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<tr>
<td>Hours Interns Can Work:</td>
<td>✓ M-F Regular Business Hrs (9am-5pm)</td>
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<td></td>
<td>✓ Academic year only (Aug/Sept-May/June)</td>
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<tr>
<td>Other Hours:</td>
<td>10 hrs/wk min for interns. Flexible - Summer Intern - 15 hrs. a week. Open 7 days a week, 24 hrs/day</td>
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<tr>
<td>Background Clearance:</td>
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<tr>
<td>Through this Internship:</td>
<td>✓ Children/Youth</td>
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<tr>
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<td>✓ Families/Couples</td>
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<td>✓ Counseling Services</td>
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<td>✓ Administrative/Computers</td>
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<tr>
<td>Description of Internship:</td>
<td>Runaway and homeless youth, ages 12-17 years, male and female. Interns work with Youth (House) Supervisor and maintain therapeutic milieu of the house -- co-facilitation of groups with a counselor, direct contact and one-on-one crisis intervention with the residents, maintain and enforce house rules in a firm, fair and common sense manner, perform emergency pre-intake phone interviews and crisis calls as required. In coordination with Staff Coordinator, the intern will plan and facilitate activities for the residents, provide a detailed account in the clients file of their mood and affect, orient new intakes to: daily routines, schedule, chores, rules, and introduction to current residents. Interns also meet with the Staff Coordinator once a week for supervision of weekly progress, establish clearly defined boundaries and set limits with the clients, and maintain professional and ethical attitude as a representative of Casa Youth Shelter. ** (All interns must attend group supervision each week). * Agency usually has ten openings each semester*.</td>
</tr>
<tr>
<td>Agency Mission:</td>
<td>The purpose of Casa Youth Shelter is to provide temporary shelter for runaways and youth in crisis, enabling them to come through the crisis with an increased personal strength and a sense of renewal while in a supportive environment, with family reunification as a primary goal.</td>
</tr>
</tbody>
</table>

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

**Internship Program:** Chapman House  
**Address:** 1412 E. Chapman Ave  
Orange, CA 92866  
**Phone:** 714-288-9779  
**Fax:** 714-288-6130  
**Supervisor:** Tim Chapman  
**E-Mail:** interventiontim@gmail.com  
**Website:** chapmanrehab.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:**

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

**Description of Internship:**  
*Chapman House & Teensavers has been solving adult & adolescent substance abuse, emotional and behavioral problems for over thirty years with great success! We provide both residential and outpatient programs that provide our clients with a safe, therapeutic and educational setting.

*Detox  
*Residential reatment  
*Out patient tx  
*Adolescent (teensaver) tx  
*Residential & out patient women parolees  
*Observe process and education groups  
*Learn the 12 core functions

**NOTE:** Interns can work at any of the three locations (Tustin, 2 in Orange, and Long Beach)  
ALSO contact Brian at:  
brian@teensavers.com

**Agency Mission:** Saving & Empowering Adults & Teens
**Paid Internships Available:**

- **DUTIES ASSIGNED:**
  - Provide general advising to undergraduate students. This may include assisting students with registrations and selecting general education courses that fit their interests and goals, answering quick questions in the front office (both in person and on the phone), and providing referrals to the appropriate support services on campus.
  - Provide administrative support to professional staff. This includes answering the phones, scheduling appointments, maintaining bulletin boards, etc.
  - Assist professional staff with program and presentation development. This could include assisting with giving presentations at Orientation and/or workshops.

- **REQUIREMENTS:**
  - Must be enrolled in the appropriate internship course.
  - Excellent oral and written communication skills.
  - Ability to communicate effectively with a diverse population of college students and professional staff.
  - Ability to work both independently and as a team member.
  - Knowledge of university structure and support services available for students.

**Agency Mission:**

The mission of the Academic Advising Center is to coordinate and support an advising program that consistently provides students with information and counsel they need to develop sound educational goals, and to make effective decisions about University courses and programs that will enable them to realize those goals.
Internship Program: **Intern/Core Volunteer**

Address: 2390 E. Orangewood Ave Suite #300
Anaheim, CA 92806

Phone: (714)543-4333
Fax: (714)543-4398

Supervisor: Kim Tran
E-Mail: internship@brightfutures4kids.org
Website: http://www.BrightFutures4kids.org

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

**Other Hours:** M-F 8am-4pm

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

**Description of Internship:**
Interns, Core/Long Term volunteers and Event Volunteers, with the Child Abuse Prevention Center play an integral role in fostering positive lasting change in the families we serve through either their involvement with the Development or Program Departments.

Due to the various opportunities with both the Development Team and across our 15 different programs, please visit our internship page for detailed descriptions: http://www.brightfutures4kids.org/discover/internships/

**Requirements**
- At least 18 years old.
- Willing to commit at least 7 hours a week for 3 or more months. Interns typically serve 10-12 hours/week.
- Clear all required screenings: Live Scan, Tuberculosis and DMV report, copy of car insurance and satisfactory references.
- Documentation from your school permitting you to intern at CAPC if receiving school credit.
- Interested in learning about in-home parenting services, non-profits, development fundraising or social services.
- Must be open-minded and nonjudgmental with a positive attitude.

While not required, bilingual in Spanish or Vietnamese is greatly desired for program internships.

**Agency Mission:**
The Child Abuse Prevention Center directly serves at-risk children and families in crisis to prevent and break the generational cycle of child abuse.
Paid Internships Available: No
Background Clearance: Yes

Through this Internship, Students Gain Experience With:

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

Description of Internship:

*TWO DAY TRAINING REQUIRED*

Training dates held in January, March, June, and September. Please call for details.

The volunteers and interns who work at CAST are primarily responsible for making the children feel comfortable during their time at CAST. These child advocates also provide comfort and immediate support to parents and other family members whenever it is possible for them to do so. Children who come to CAST are victims of abuse or are siblings of abused children. Our child advocates help to ease the trauma for these children as they go through the CAST process of being interviewed and examined and meeting with one of our therapists. In the CAST playrooms, advocates instigate creative activities for the children; sometimes they play games or do crafts. The advocates watch for unusual behaviors (such as aggression or sexual acting out) and report to the appropriate team member (interview specialist, social worker, therapist, etc.). Child advocates are full members of the CAST team, having taken an oath of confidentiality before a judge, and may watch interviews when they are not occupied with children.

Another important responsibility for volunteers at CAST is to assist our nurse practitioner or doctor by caring for children and helping to alleviate their trauma during alleged sexual assault victim (SAV) exams. Child advocates also participate in special projects for all members of the team. They go out "into the field" (homes, schools, etc.) with social workers. They often plan and take part in parties for children; they are also involved in CAST public relations activities and speeches. Sometimes they "man" CAST or Child Abuse Prevention Center Booths at conventions and fairs. Some advocates have assisted CAST therapists in an off-site program for Spanish-speaking non-offending parents and their children.

They have also assisted our nurse practitioner by delivering an emergency guide to child sexual abuse to all hospitals and emergency rooms in Orange County. Excellent volunteer advocates are invited to be Team Leaders, a position in which the advocate is responsible for supervising other advocates on his or her shift. All child advocates participate in "de-briefings" after particularly difficult or unusual cases.

They also gather statistical data and assist families (and support social workers) by researching sources available in the county. Sometimes advocates are asked to help plan and attend advocate staff and in-service meetings.

Agency Mission: To reduce the trauma for abused children in Orange County as they go through the investigative process.
**Children Youth and Family Collaborative**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Project Advance</strong></th>
</tr>
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<tbody>
<tr>
<td>Address:</td>
<td>1200 West 37th Place</td>
</tr>
<tr>
<td></td>
<td>Los Angeles, CA 90007</td>
</tr>
<tr>
<td>Phone:</td>
<td>(323)730-9400</td>
</tr>
<tr>
<td>Fax:</td>
<td>(323)730-9403</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Ruth Wu</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:ruthwu@cyfcla.org">ruthwu@cyfcla.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.cyfcla.org">www.cyfcla.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

**Description of Internship:**

Volunteer tutors will work with at-risk and foster youth (K-12) at a school site in LAUSD, Compton Unified, Montebello Unified, or Pomona Unified School Districts. We are especially looking for tutors to work with foster youth in Montebello and Pomona Unified School Districts.

Tutors will be involved in homework help, academic tutoring, and enrichment. Tutors must make at least one semester commitment and work a minimum of 5 hours a week.

**TARGET TIMES: 2:15 - 6:00PM Daily**

**RESPONSIBILITIES:**
- Tutor in academic areas
- Ensure that students make progress in academic areas
- Provide a quality learning experience to students
- Document student progress and challenges (with forms provided)
- Communicate issues or problems to the Site Coordinator

**QUALIFICATIONS:**
- Ability to pass a standard assessment
- Pass a background test (Livescan) and TB test
- Must have reliable transportation

**Agency Mission:**
To establish partnerships with youth-centered organizations and community volunteers with youth in foster care and at-risk youth for the purpose of enhancing, supporting and providing a holistic approach for their educational, vocational, and overall well being.
Children's Bureau

Internship Program: Anaheim Harbor FRC
Address: 50 S. Anaheim Blvd, Suite 241
Anaheim, CA 92805
Phone: (714)517-1900 x202
Fax: (714)517-1911
Supervisor: Valerie Brauks
E-Mail: valeriebrauks@all4kids.org
Website: www.all4kids.org

Paid Internships Available: No

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

Other Hours: FRC's are open 2 evenings per week from 11 am - 8 pm.

Description of Internship:
At our Family Resource Centers, interns have an opportunity to get training in case management, advocacy, information and referral, client engagement, working with community groups. Interns also participate with a collaborative team in community events and outreach.

DUTIES TO INCLUDE:
1. Student will learn the role and responsibilities of an Information & Referral Specialist (I&R)
2. Student will provide I&R services to assist clients, i.e. providing information, and referrals; food distribution; client basic needs, projects, etc.
3. Student will assist Family Support Specialist (FSS) with overseeing parent engagement activities.
4. Student will observe FSS intakes and, per recommendation from FSS, will meet one-on-one with parents and/or children to facilitate specific activities or interventions.
5. Student will learn case management practices.
6. Student will develop necessary documentation and organizational skills for client case files.
7. Student will write contact notes based on observations of Family Support sessions and one-on-one meetings with parents and/or children.
8. Student will provide support to Special Events & FRC Projects.
9. Student will assist with Child Abuse Prevention month activities.
10. Student will work with Family Resource Center staff and collaborative partners to develop professional relationships in the work environment.

**2 semester commitment required**

NOTE: Interns must get:
- Livescan
- TB Tested

Agency Mission: The Children’s Bureau mission is to help children succeed and excel at leading happy, healthy, productive lives through a combination of prevention, treatment, research and advocacy. Children’s Bureau is committed to providing vulnerable children — especially in the early years — the foundation necessary to become caring and productive adults by:
- Preventing child abuse and neglect both at home and in the community;
- Protecting, nurturing and treating abused children

Revised: 11/19/2015 15-16
Children's Bureau

• Enhancing the potential of families and communities to meet the needs of their children by bringing them together to create safe and secure environments;
• Advancing the welfare of children and families through superior programs in foster care, adoptions, child development, parent education, mental health, research and advocacy.
**Counseling and Advisement Center**

**Address:**
1000 W. Foothill Blvd.  
Glendora, CA 91741

**Phone:**
626-914-8538

**Fax:**
626-914-8544

**Supervisor:**
Lucinda Over

**E-Mail:**
lover@citruscollege.edu

**Website:**
citruscollege.edu

**Paid Internships Available:**
No

**Background Clearance:**
Yes

**Internship Program:**

<table>
<thead>
<tr>
<th>Description of Internship:</th>
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<tbody>
<tr>
<td>* Assist educational advisors in preparing for scholarship workshops.</td>
</tr>
<tr>
<td>* Learn to use the CSU and UC application websites and assisting educational advisors with workshops in this area.</td>
</tr>
<tr>
<td>* Help the clerical team catalog new career books and doing some research about the best check out system for our office.</td>
</tr>
<tr>
<td>* Assist the counselors and advisors with the student database. Record a student's major and the school they plan to attend into the database.</td>
</tr>
<tr>
<td>* Help the clerical team prepare files for counselors and advisors. Return the files to their proper place after being processed in the database.</td>
</tr>
<tr>
<td>* Assist the educational advisors and counselors in preparing materials for workshops and classroom visits.</td>
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<tr>
<td>* Assist students who come to the Counseling &amp; Advisement Center with questions and schedule them for appointments.</td>
</tr>
<tr>
<td>* Help facilitate classroom tours and workshops.</td>
</tr>
<tr>
<td>* Assist with the planning of Transfer Days</td>
</tr>
<tr>
<td>* Attend and participate in some of the classroom visits and workshops facilitated by the center.</td>
</tr>
</tbody>
</table>

**Other Hours:**
Tues and Wed. 5-7:00 PM

**Agency Mission:**
Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

**Through this Internship:**

<table>
<thead>
<tr>
<th>Students Gain Experience With:</th>
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<tbody>
<tr>
<td>☐ Children/Youth</td>
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<tr>
<td>☐ Elderly Services</td>
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<td>☐ Health Issues</td>
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<td>☐ Families/Couples</td>
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<td>☐ Substance Abuse</td>
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<td>☐ Counseling Services</td>
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<td>☐ Tutoring Services</td>
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<tr>
<td>☐ Recreation Programs</td>
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<tr>
<td>☐ Administrative/Computers</td>
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<tr>
<td>☐ Person w/ Disabilities</td>
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</tbody>
</table>

**Agency Mission:**
Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.
City of Brea

Internship Program: Case Management
Address: 500 Sievers Ave.
Brea, CA 92821
Phone: (714)990-7750
Fax: (714)671-2918
Supervisor: Lani Gormsen
E-Mail: lanig@cityofbrea.net
Website: www.cityofbrea.net
Paid Internships Available: No

Background Clearance: Yes

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

Description of Internship:
The Senior Services Program supports seniors, 60 years of age, who need assistance maintaining an independent lifestyle. Home assessments are completed to evaluate physical, environmental, emotional, personal, and financial needs. Personalized assistance is offered in matching needs with community resources. The program is supervised by a professional staff that oversees and lends instruction throughout the internship.

Intern Duties:
The Senior Services intern will have the opportunity to learn the steps of Care Management necessary to coordinate services for the older adult population and help to link clients to diverse service ensuring that the needs of the clients are met in a timely fashion. Responsibilities include:
* Update and investigate resources
* Assist with client in-home visits to evaluate client's needs
* Assist with development and implementation of care plan
* Conduct follow-up phone calls
* Assist staff with outreach presentation at senior apartment complexes and mobile home parks
* Update client computer data.
* Program development
* Special events & projects

Time Commitment:
Hours are flexible and will be based on the needs of the Senior Services Supervisor and staff.

Agency Mission:
The mission of the Brea Senior Center is to provide a variety of free or low cost services to enhance the quality of life for active and frail seniors.
**City of Brea**

**Internship Program: Human Services Internship**

<table>
<thead>
<tr>
<th>Address:</th>
<th>695 E. Madison Way</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Brea, CA 92821</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714) 990-7160</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714) 671-4401</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Cesar Pacheco</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:cesarp@cityofbrea.net">cesarp@cityofbrea.net</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.cityofbrea.net">www.cityofbrea.net</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>No</td>
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</tbody>
</table>

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

**Other Hours:** M-F 9am - 6pm

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

**Description of Internship:**
The Human Services Intern will have the opportunity to assist staff with the planning, organization, and delivery of several FRC programs. The selected candidate will have the opportunity to view how families and individuals are connected with local and County services through a team approach to case management and human services programming. He or she will also learn the collaborative approach to Human Services, while learning the skills needed to work in a multi-agency organization.

The Human Services Intern will:
- * Learn to plan, promote, and implement programs benefiting at-risk families.
- * Track referrals & services received
- * Disseminate information and referrals.
- * Prepare reports for grant-funded programs.
- * Have direct contact with clients, community groups and partners.
- * Assist staff with FRC special events and programs.
- * Contribute to the Case Management Program.

**Agency Mission:**
The mission of the Brea Senior Center is to provide a variety of free or low cost services to enhance the quality of life for active and frail seniors.
Internship Program: **Special Event Intern**

**Address:** 1 Civic Center Circle  
Brea, CA  92821

**Phone:** (714)990-7771  
**Fax:** (714)671-4484

**Supervisor:** Pat Tremayne  
**E-Mail:** patt@cityofbrea.net

**Website:** www.cityofbrea.net

**Paid Internships Available:** No

**Background Clearance:** No

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

**Other Hours:** Occasional Weekends

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

□ Elderly Services □ Substance Abuse □ Recreation Programs □ Other: Fundraising

□ Health Issues □ Counseling Services □ Administrative/Computers

**Description of Internship:** The Special Events Intern will have the opportunity to learn the inner workings of a dynamic Community Services Department and how to plan, organize, and participate in all aspects of annual events such as: Spring Craft Boutique; Women's Jewelry and Accessories show; July 4th Country Fair; Brea Fest: A Taste of the Arts; Nutcracker Craft Boutique; Holiday Tree Lighting.

**Agency Mission:** The mission of the Brea Senior Center is to provide a variety of free or low cost services to enhance the quality of life for active and frail seniors.

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**Revised:** 11/19/2015

15-16

49
# City of Irvine, Community Service Department

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Disability Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>1 Civic Center Plaza</td>
</tr>
<tr>
<td></td>
<td>Irvine, CA 92623</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(949)724-6732</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>(949)724-6214</td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Susie Blanco</td>
</tr>
<tr>
<td><strong>E-Mail:</strong></td>
<td><a href="mailto:sblanco@cityofirvine.org">sblanco@cityofirvine.org</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.cityofirvine.org/ds">www.cityofirvine.org/ds</a></td>
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<td><strong>Paid Internships Available:</strong></td>
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</tr>
<tr>
<td><strong>Background Clearance:</strong></td>
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<thead>
<tr>
<th>Hours Interns Can Work:</th>
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<tr>
<td>☑️ M-F Regular Business Hrs (9am-5pm)</td>
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<td>Through this Internship, Students Gain Experience With:</td>
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<td>☑️ Children/Youth</td>
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<td>☐ Person w/ Disabilities</td>
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<tr>
<td>☑️ Administrative/Computers</td>
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<thead>
<tr>
<th>Description of Internship:</th>
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<tbody>
<tr>
<td>City of Irvine Disability Services provides support services and social programs with disabilities, their families, caregivers, and providers, who live and work in Irvine.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services and Programs include:</th>
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</thead>
<tbody>
<tr>
<td>*Social and Recreational programs for all ages</td>
</tr>
<tr>
<td>*Community Disability Awareness Events</td>
</tr>
<tr>
<td>*Disability Awareness Training</td>
</tr>
<tr>
<td>*Irvine Residents with Disabilities Advisory Board</td>
</tr>
<tr>
<td>*Access Reporting</td>
</tr>
<tr>
<td>*Inclusions and Accommodation support</td>
</tr>
<tr>
<td>**Collaborations with Community Disability Agencies</td>
</tr>
</tbody>
</table>

**DISABILITY SERVICES:** provides information and support services to people with disabilities who live or work in Irvine. Disability Services offers social/recreational opportunities, community awareness events, informational seminars, quarterly newsletter, classes, and much, much more. |

<table>
<thead>
<tr>
<th>Agency Mission:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The City of Irvine’s Community Service Department provides exceptional service, innovative programs, and diverse cultural experiences in vibrant, sustainable spaces.</td>
</tr>
</tbody>
</table>

Revised: 11/19/2015 15-16
City of Irvine, Community Service Department

Internship Program: **TRIPS (Transportation)**

Address: 6427 Oak Canyon
Irvine, CA 92618

Phone: (949)724-6633
Fax: (949)724-6749

Supervisor: Susie Blanco
E-Mail: sblanco@cityofirvine.org
Website: www.cityofirvine.org/ds

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)

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

☐ Elderly Services ☐ Substance Abuse ☐ Recreation Programs ☐ Transportation ride-a-longs

☐ Health Issues ☐ Counseling Services ☐ Administrative/Computers

Other Hours:

Description of Internship:

**ADMINISTRATIVE SUPPORT**

- *assist with reservations*
- *answer questions regarding TRIPS program*
- *participate in community/health fairs*
- *Mailings - mail out brochures*
- *conduct intake of surveys*
- *assist clients on ride-a-longs*

The City of Irvine TRIPS program provides a low-cost, door-to-door, wheelchair accessible transportation service to qualified Irvine residents age 18 or older who are unable to drive due to permanent physical and/or cognitive disability. Through community mobilization, information and referral, the TRIPS program encourages independence, personal competency and community involvement and is committed to enhancing the quality of life of those individuals who require specialized transportation services.

Agency Mission: The City of Irvine’s Community Service Department provides exceptional service, innovative programs, and diverse cultural experiences in vibrant, sustainable spaces.
**City of Whittier**

**Internship Program:** Recreation Division (Special Programs/Classes)

**Address:** 13225 S. Walnut St.  
Whittier, CA 90602

**Phone:** (562)567-9470

**Fax:** (562)567-2878

**Supervisor:** Ruri Pierre  
**E-Mail:** rpiere@cityofwhittier.org  
**Website:** http://www.cityofwhittier.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  
- Recreation Programs  
- Other:

   - Substance Abuse
   - Counseling Services
   - Administrative/Computers

**Description of Internship:** Interns will assist instructors and/or recreation specialist in planning and implementing the activities design and distributing promotional materials. Classes include: Aerobics, Arts & Crafts, Fitness, Sports, and Health.

Therapeutic Recreation Program is a recreation and social programs for teens and adults who are developmentally disabled. Interns will assist recreation specialist in planning and implementing recreational and leisure activities for teens and adults with disabilities. Activities include drama and art classes, dances, special events, excursions, and Special Olympics.

**Note:** All volunteers through our department must come for an interview with Ruri Pierre.

**Agency Mission:** To enhance the quality of life for Whittier residents by providing comprehensive and diverse recreational, cultural, social and human services program. These programs will be available to all without regard to age, sex, race, national origin or ability.
## City of Whittier

**Internship Program:**  **Senior Division**  
**Address:**  13225 Walnut St.  
Whittier, CA  90602  
**Phone:**  (562) 567-9470  
**Fax:**  (562) 567-2870  
**Supervisor:**  Ruri Pierre  
**E-Mail:**  rpierre@cityofwhittier.org  
**Website:**  http://www.cityofwhittier.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  
- ☑ Health Issues  
- ☑ Tutoring Services  
- ☑ Person w/ Disabilities  
- ☑ Families/Couples  
- ☑ Substance Abuse  
- ☑ Recreation Programs  
- ☑ Administrative/Computers  

**Description of Internship:**  
A wide variety of recreational, cultural, and educational activities are provided for adults 60+. Interns will plan and implement activities such as health & fitness classes, dances, arts & crafts, special events, information and referral services, etc., for the semester.

**Agency Mission:**  
To enhance the quality of life for Whittier residents by providing comprehensive and diverse recreational, cultural, social and human services program. These programs will be available to all without regard to age, sex, race, national origin or ability.
# City of Whittier

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Youth Services Division - WYN Club</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>15390 Lambert Rd.</td>
</tr>
<tr>
<td></td>
<td>Whittier, CA 90604</td>
</tr>
<tr>
<td>Phone:</td>
<td>(562)567-9470</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)567-2878</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Ruri Pierre</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:rpierr@cityofwhittier.org">rpierr@cityofwhittier.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.cityofwhittier.org">http://www.cityofwhittier.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

### Other Hours:

### Through this Internship, Students Gain Experience With:
- Children/Youth
- Recreation Programs

### Description of Internship:
- Drop-in recreational program for youth 2nd - 5th grade. Provides a variety of recreational activities, special interest classes, personal development activities and excursions. Times - 2:30 - 5:00 pm, Mon. - Fri. - School yr.
- Summer Hours 12:00pm-5:00pm Mon.-Fri.
- Summer Day Camp - June through August. Camp offers excursions. Arts/crafts, sports and other fun activities. Times 7: am - 6:00 pm, Mon-Fri.

### Agency Mission:
To enhance the quality of life for Whittier residents by providing comprehensive and diverse recreational, cultural, social and human services program. These programs will be available to all without regard to age, sex, race, national origin or ability.
**Colette's Children's Home Internship Program**

**Address:** 7372 Prince Drive #106
Huntington Beach, CA 92647

**Phone:** (714)596-1380

**Fax:** (714)848-1866

**Supervisor:** Betty Medina

**E-Mail:** bmedina@healinghomelessness.org

**Website:** www.healinghomelessness.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Internship Program:** Colette's Children's Home Internship Program

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

**Other Hours:** Weekends (only for special events only)

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

**Description of Internship:** We have 13 shelters located throughout Orange County including locations in Huntington Beach, Fountain Valley, Placentia and Anaheim.

**NOTE** Most internship hours are completed in our office located in Huntington Beach. Some hours may be completed at shelter locations either while shadowing Case Managers or co-facilitating our Life Skills/Children's Program.

Interns will work closely with our case management staff. Through the case management process interns will increase their knowledge of the needs of our clientele and of community resources that are available to meet those needs. Interns observe the screening and assessment process and will be asked to conduct their own initial assessments under the supervision of our case management staff.

CLEARANCE PROCEDURES: Livescan required - $19.00 and will be reimbursed by agency

**Agency Mission:** Our mission is to provide homeless single women and mothers with children a safe home in a nurturing environment where they can obtain the support and services needed to achieve independence and self sufficiency.
Community Service Programs, Inc. (CSP)

Internship Program: **Sexual Assault Victim Services**

Address: 1221 E. Dyer Rd. Suite 120
Santa Ana, CA 92705
Phone: (949)752-1971
Fax: (949) 975-0250
Supervisor: Christina Beecher
E-Mail: cbeecher@cspinc.org
Website: http://www.cspinc.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: Can work occasional evenings and weekends.

Regular Business hours are from 8am-5pm

Background Clearance: Yes

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

Description of Internship:
***Sexual Assault interns are REQUIRED to complete a 48 hr. certification training. The cost of this training is $65.***

Student begin the application process after the training for placement the following semester.

**CSP requires that interns have a valid CA driver's license, reliable vehicle and maintain legally mandated automobile liability insurance. Fingerprinting and background check required.**

Outlined below are the three types of positions that MAY be available through this program: Not all positions are available at all times. Intern positions are LIMITED although you may volunteer in one of our programs to gain experience.

VICTIM SERVICES INTERN - Provide direct assistance to survivors of sexual assault and their families. This is accomplished through work in the sexual assault office, responding to hotline calls, and providing on-scene support at hospitals. Interns provide crisis intervention and emergency assistance.

COURT SERVICES INTERN - Work with staff based in the Sexual Assault Prosecution Unit of the District Attorney’s Office. Interns provide court related assistance to victims/witnesses of crime and their families. Duties may include direct assistance to clients, providing information and referrals to appropriate resources, follow-up and general office support. * Minimum 1 year commitment.

PREVENTION EDUCATION INTERN - Work with staff to develop and present programs that educate, empower and lead to a reduction in violence. The prevention component works in conjunction with local schools, colleges, and community groups.

Agency Mission: CSP, a non-profit agency is committed to serving youth, adults and families living in Orange County who are involved or at risk of involvement with the justice system.
### Community Service Programs, Inc. (CSP)

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Victim Assistance Program</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td>1221 E. Dyer Rd. Ste 120</td>
</tr>
<tr>
<td></td>
<td>Santa Ana, CA 92705</td>
</tr>
<tr>
<td>Phone:</td>
<td>(949) 752-1971</td>
</tr>
<tr>
<td>Fax:</td>
<td>(949) 975-0250</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Christina Beecher</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:cbeecher@cspinc.org">cbeecher@cspinc.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.cspinc.org">http://www.cspinc.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
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<td>Background Clearance:</td>
<td>Yes</td>
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<td>Through this Internship, Students Gain Experience With:</td>
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<td></td>
<td>Administrative/Computers</td>
</tr>
<tr>
<td>Description of Internship:</td>
<td><strong>CSP requires that interns have a valid CA driver's license, reliable vehicle and maintain legally mandated automobile liability insurance. Fingerprinting and background check required.</strong></td>
</tr>
<tr>
<td></td>
<td>CSP, Victim Assistance Programs work with law enforcement agencies and the criminal justice system to assist victims and witnesses of crime. The program addresses physical, emotional, financial, and legal issues through crisis intervention and continuing support services. The following positions are available:</td>
</tr>
<tr>
<td></td>
<td>VICTIM/WITNESS CENTER INTERNS - Students would provide court related assistance to victims/witnesses of crime and their families. Duties include direct assistance to clients, providing information and referrals to appropriate resources, follow-up and general office support. Intern positions are located at the court centers in Fullerton, Newport Beach, Santa Ana, Westminster, and Juvenile Court in Orange.</td>
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<tr>
<td></td>
<td>DOMESTIC VIOLENCE ASSISTANCE PROGRAM INTERNS - Interns in this unit provide assistance to office staff and victims of domestic violence who are filing Temporary Restraining Orders. Your duties would include answering telephones, screening clients for appropriate services, copying documents, and assisting clients with actual completion of the T.R.O. paperwork.</td>
</tr>
<tr>
<td></td>
<td>EVENT AND RESOURCE INTERN - This position provides support to the administrative staff of Victim Assistance Programs. This intern assists with major event coordination, grant research, and our Therapist Referral List. This is your opportunity to support direct staff out in the field, connect with professional clinicians in the community, and explore your skills with non-profit development.</td>
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<td><strong>Description of Internship:</strong></td>
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<td>M-F Regular Business Hrs (9am-5pm)</td>
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<td>Academic year only (Aug/Sept-May/June)</td>
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<td></td>
<td>Regular business hours are from 8am-5pm.</td>
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<td></td>
<td>Other Hours:</td>
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</table>

### Agency Mission:

CSP, a non-profit agency is committed to serving youth, adults and families living in Orange County who are involved or at risk of involvement with the justice system.
Community Service Programs, Inc. (CSP)

Internship Program: **Youth Shelter (Crisis Stabilization Program)**

- **Address:** 980 Catalina
  Laguna Beach, CA 92651
- **Phone:** (949) 494-4311
- **Fax:** (949) 497-4861
- **Supervisor:** Melissa Whitworth
- **E-Mail:** youthshelter@cspinc.org
- **Website:** http://www.cspinc.org

Paid Internships Available: No
Background Clearance: Yes

**Through this Internship,**

- ✓ Children/Youth
- □ Families/Couples
- □ Elderly Services
- □ Substance Abuse
- ✓ Health Issues
- ✓ Tutoring Services
- ✓ Counseling Services
- □ Recreation Programs
- □ Administrative/Computers
- ✓ Person w/ Disabilities
- Other: Victim Assistance; at-risk youth

**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:

**Description of Internship:**

QUALIFICATIONS: Ability to communicate with empathy and concern. Must be patient, enjoy working with people especially adolescents, maintain confidentiality of the clients, be able to work with Staff and Volunteers congenially, and have pleasant phone personality. Must have a valid driver’s license and reliable automobile. Experience working with adolescents is helpful.

REQUIREMENTS: Attend the 4 hour Youth Shelter training, complete background/fingerprint check and health screen/TB test, and commit to at least 100 hours of experience.

JOB SUMMARY: Provides support to Shelter Staff in supervising the teen residents and assist with administrative tasks and house operation.

LEVEL OF SUPERVISION: Works under general supervision of the Volunteer Coordinator. Is directly responsible to the House Coordinator and Youth Supervisors during assigned shift.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
- *Assists the House Supervisor and Youth Supervisors*
- *Participates as an active listener and provides support for Shelter residents*
- *Reports suspected cases of child abuse to proper authorities*
- *Maintains structure of Shelter program as established by set policies and procedures, keeping aware of House Rules and Consequences as they apply to residents*
- *Develops recreational, educational and/or cultural activities for the residents*
- *Provides support counseling to the residents*
- *Reports daily contacts and activities to Youth Supervisors*
- *Assists with the Information and Referral hot line, telephones, and Client intake process*
- *Helps with meal preparation/supervision as needed*
- *Promotes the best interest of the Shelter program*

As a short term crisis intervention shelter, our goal is to provide an open-minded, safe and nurturing environment by offering encouragement, guidance, skills for better life choices, and hope to teens and their families.

**Agency Mission:**

CSP, a non-profit agency is committed to serving youth, adults and families living in Orange County who are involved or at risk of involvement with the justice system.
Position Description:
This volunteer/internship program is an opportunity available to University students participating in Service Learning and Community Service activities, or who want to gain relevant professional experience. The curriculum has a multidisciplinary approach that integrates first-hand knowledge of the senior population through direct services, community outreach awareness and exposure, and understanding the standard operations protocols of a non-profit organization. A minimum of 60 – 120 hours commitment is required.

Major Responsibilities:
Direct Client Service: Provide telephone visitations to isolated older adults on weekly basis. Under supervised conditions make referrals to community resources to meet client’s needs. Provide home visitation to a lonely senior.
Outreach and Volunteer Recruitment: Network and promote the agency within the local community. Participate in volunteer fairs, special events, and trainings.
Administrative Support: Perform general clerical duties such as scheduling, database management, and telephone assistance.

Qualifications and Requirements:
Knowledge of MS Word, Excel, and Internet research
Excellent communication and customer service skills
Self-motivated and self–starter
Sensitivity toward older adults and persons with disabilities
Complete training and attend in-service meetings
Be fingerprinted through the Department of Justice (free of charges)
Professional demeanor

Schedule and Supervision:
The opportunity offers a flexible schedule during the week. The intern will report to and be supervised by, the Caring Connections Staff and receive a Certificate upon completion.

Agency Mission:
MISSION: The Council on Aging-Orange County promotes the independence, health, and dignity of older adults through compassion, education, and advocacy.

VISION: Through the efforts of the Council on Aging-Orange County, our community will realize a better aging experience in which older adults are treasured and everyone can find solutions to the aging issues they face.

VALUES: compassion, integrity, quality, responsibility.
The Health Insurance Counseling and Advocacy program recruit and train volunteers to participate in a countywide program that benefits older adults and persons with disabilities to navigate through Medicare and how it relates with other health insurance policies. Program goal is to provide objective counseling, advocacy and assistance with Medicare, health insurance and related health coverage plans for Medicare beneficiaries, and to educate the public on Medicare and health insurance issues. As an intern, there would be direct client contact by phone to do initial case intake process and assist with enrollment for clients in low income programs. Outreach and Volunteer recruitment as well as network and promote the HICAP and Council on Aging-OC programs and services at community fairs, special events and trainings.

GRANTS & DEVELOPMENT SUPPORT: assist with grants research

ADMINISTRATIVE SUPPORT: perform general clerical duties such as database management for reporting purposes, scheduling and telephone assistance.

Qualifications / Requirements:
* Knowledge of MS Word, Excel, and Internet Research "excellent communication and customer service skills"
* Self-motivated and self starter
* Professional demeanor
* Sensitivity toward older adults and persons with disabilities
* Have access to transportation and a telephone; be fingerprinted through the Department of Justice
Council on Aging - Orange County

Internship Program: **ReConnect Program**

Address: 2001 E. 4th St., Suite 106
Santa Ana, CA  92705

Phone: (714)352-8820 ext. 209
Fax: (714)479-0234

Supervisor: Jena Chomchavalit
E-Mail: jchomchavalit@coaoc.org
Website: www.coaoc.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:
Position Description: The internship program is an opportunity available to College and University students participating in Service Learning activities, or who want to gain relevant professional experience. The curriculum focuses on a direct services approach to provide first-hand knowledge of the significant elements involved in the services delivery to isolated individuals.

Major Responsibilities:
Direct Client Service: Organize, schedule, and conduct weekly activities with assigned clients.
Outreach and Volunteer Recruitment: Network and promote the ReConnect program within the local community. Participate in volunteer fairs, special events, volunteer recruitment exhibitions and trainings.
Administrative Support: Document participant’s activities and visits, and conduct telephone assistance to monitor clients.

Qualifications and Requirements:
Knowledge of Microsoft software and Internet research
Excellent communication and customer service skills
Self-motivated and self-starter
Sensitivity toward isolated adults and older adults
Professional demeanor
Have access to transportation and a telephone
Complete training and attend in-service meetings
Be fingerprinted through the Department of Justice (free of charges)
Present a clean DMV report
Minimum 60 total hours of volunteer commitment

Schedule and Supervision:
The opportunity offers a flexible schedule during the week. The intern will report to and be supervised by, the ReConnect Staff and receive a Certificate upon completion.

Agency Mission:
MISSION: The Council on Aging-Orange County promotes the independence, health, and dignity of older adults through compassion, education, and advocacy.

VISION: Through the efforts of the Council on Aging-Orange County, our community will realize a better aging experience in which older adults are treasured and everyone can find solutions to the aging issues they face.

VALUES: compassion, integrity, quality, responsibility.
Creative Identity

Internship Program: Creative Identity
Address: 2580 West Orange Ave.
Anaheim, CA 92804
Phone: 714-527-2508
Fax: 714-527-2146
Supervisor: Cynthia Smith
E-Mail: creativeidentityanaheim@yahoo.com
Website: http://www.ci-oc.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, Students 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 9am - 3 PM

Agency Mission: Creative Identity's mission is to improve the quality of life and societal perceptions of adults with intellectual and developmental disabilities by providing therapeutic and educational interventions that cultivate personal and social responsibilities, pre-vocational skills, independence, and creative potentials through participation in music and expressive arts.

Description of Internship:
Creative Identity is a non-profit 501©(3) organization for Adults with Developmental Disabilities. Clients range in age from 22-65 years old and have a wide range of disabilities. (Down Syndrome, Autism, Cerebral Palsy, Blindness and other developmental and intellectual disabilities). Student's involved in fieldwork will be able to work with a variety of clients in classes involving music therapy, dance/movement therapy, art, ceramics, reading, math, and computer skills, along with assisting with one of Creative Identity's two annual performances.

Description of Duties:
The Human Services Intern will have the opportunity to learn about the various developmental disabilities and the effective use of the performance arts and creative arts in developing greater independence and productivity for this special population. Responsibilities include:
* Participation in the various classes
* Assist the Therapists/instructors with actively engaging each client during each structured class.
* Assist clients when needed with basic individual tasks.
* Complete an assessment of a client, focused on identifying strengths and weaknesses.
* Develop and implement a special project related to serving the needs of clients, in consultation with supervisor.
* Develop a comparison and contrast outline of the various developmental disabilities.
* Complete a learning module in Adult Protective Services-Mandated Reporting Protocol.
* Co-lead and/or lead a class in fine arts (music, dance, art, etc) and/or life skills (reading, writing, math, etc.).
* Keep a daily journal reflecting your experience with the clients.

**NOTE: Live scan, TB test, CPR and first-aid training all required. Students pay for all costs involved.

Revised: 11/19/2015 15-16
### Creative Identity

**Internship Program:** Grantsmanship

**Address:** 2580 West Orange Ave.
Anaheim, CA 92804

**Phone:** (714)527-2508
**Fax:** (714)527-2146
**Supervisor:** Cynthia Smith
**E-Mail:** creativeidentityanaheim@yahoo.com
**Website:** http://www.ci-oc.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: Grant writing research and proposal preparation.
- [ ] Health Issues
- [ ] Counseling Services
- [ ] Administrative/Computers

**Description of Internship:**

Grant writing for Non-Profit Organization

Creative Identity is a non-profit 501(c)(3) organization for Adults with Developmental Disabilities. Consumers range in age from 22-65 years old and have a wide range of disabilities including: Down Syndrome, Autism, Cerebral Palsy, Blindness, and other developmental and intellectual disabilities. The intern will learn about various developmental disabilities and how Creative Identity’s program addresses its client needs of developing greater independence and productivity through participation in the arts. The intern will focus on learning to write grants for projects and program development.

**Description of Duties:**

Development of Grantsmanship

The Human Services intern will have the opportunity to learn how to prepare grant proposals to assist existing programs and develop new programs within Creative Identity. Responsibilities include:

*Identify need or problem to be addressed by project or program.
*Demonstrate project logic and outcome, impact of grant funding.
*Research grant makers to match grant seeking purposes.
*Prepare Letter of Inquiry to grant makers and request guidelines for application.
*Prepare Preliminary Proposal and Full Funding Proposal.
*Follow up with grant maker.
*Research and development of grant writing will include the use of Internet and research libraries.

**NOTE: Proposal writing required prior to taking this internship.**

**Agency Mission:**

Creative Identity's mission is to improve the quality of life and societal perceptions of adults with intellectual and developmental disabilities by providing therapeutic and educational interventions that cultivate personal and social responsibilities, pre-vocational skills, independence, and creative potentials through participation in music and expressive arts.

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

**Other Hours:** M-F 9:00AM-3:00PM

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**Revised:** 11/19/2015 15-16
Crittenton Services for Children and Families

Family Preservation - LONG BEACH

Address: 801 E. Chapman Ave., Ste. 203
Fullerton, CA 92831
Phone: (714) 680-9000
Fax: (714) 680-8207
Supervisor: Carol Christie-Gomez
E-Mail: interns@crittentonsocal.org
Website: http://www.crittentonsocal.org

Paid Internships Available: Yes

Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Counseling Services
- Academic year only (Aug/Sept-May/June)
- M-Thurs, NO Fridays. Evening work available. (Fall & Spring Semester's only)

Other Hours: M-Thurs, NO Fridays. Evening work available.

Internship Program: Yes
Fullerton, CA 92831

Agency Mission:
The mission of Crittenton Services for Children and Families is to help heal the wounds of abuse and neglect; to strengthen families, whether birth, foster or adoptive; and to help troubled adolescents reach their full potential.
Crittenton Services for Children and Families

Internship Program: **Foster Care & Adoption**
Address: 801 E. Chapman Ave., Ste. 203
Fullerton, CA 92831
Phone: (714) 680-9000
Fax: (714) 680-8207
Supervisor: Carol Christie-Gomez
E-Mail: interns@crittentonsocal.org
Website: http://www.crittentonsocal.org

Paid Internships Available: No
Background Clearance: Yes

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

Description of Internship:
Apply online at: http://crittentonsocal.org/undergraduate.html

POPULATION: Crittenton's Foster Care program serves children from birth up to 18 years of age. Children are referred by the Department of Children and Family Services or are placed by the Office of Refugee and have a wide range of needs and diagnoses. Clients are provided individual, family and group counseling as indicated.

Experience: Assist in providing case management services in the foster home to assigned children. Practicum students will also document necessary information regarding the client's progress.

Supervision: Weekly group supervision is provided on Tuesday or Thursday as determined by Supervisor.

Hours: Tuesday and Thursday 1pm-5pm
Minimum 8 hours a week commitment is required.
NOTE: Hours may vary in upcoming semester.

REQUIRED QUALIFICATIONS:
Fingerprinting: All practicum students must be fingerprinted and pass the Federal/State fingerprinting clearance. Due to our licensing regulations, if there is any misdemeanor or felony on one's criminal record one is not eligible for a practicum placement.

TB Test: Current TB test (past year).

Valid Identification: Valid driver's license, state identification, or student identification.

APPLICATION PROCESS:
Interested practicum students that meet the qualifications and can fulfill the hours available please e-mail interns@crittentonsocal.org to apply for the upcoming semester.

Agency Mission: The mission of Crittenton Services for Children and Families is to help heal the wounds of abuse and neglect; to strengthen families, whether birth, foster or adoptive; and to help troubled adolescents reach their full potential.
Crittenton Services for Children and Families

Internship Program: Harbor Residential Program - UCP
Address: 801 E. Chapman Ave., Ste. 203
Fullerton, CA 92831
Phone: (714) 680-9000
Fax: (714) 680-8207
Supervisor: Carol Christie-Gomez
E-Mail: interns@crittentonsocal.org
Website: http://www.crittentonsocal.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
☑ Health Issues ☑ Counseling Services ☑ Administrative/Computers
☑ Parenting, Emanation services, chemical dependency.

Description of Internship:
Apply online at:
http://crittentonsocal.org/undergraduate.html

*Harbor Residential Program – Unaccompanied Children’s Program*

POPULATION: Crittenton’s Harbor Campus is a 24 hour, short term residential placement that serves up to 60 male and female clients up to the age of 18. Clients are placed by the Office of Refugee and Resettlement. Clients are provided individual and group counseling. Clients arrived in the US without a guardian and remain at the agency until sponsorship or return to the country of origin has been arranged.

Experience: Practicum students will work directly with clients and interact with them one-on-one and in groups. Practicum students will also document necessary information regarding the client’s case.

Supervision: Weekly group supervision is provided. *Requirement: Practicum students must speak Spanish

Hours: Tuesday and Thursday 2pm - 7pm.
Minimum 10 hours a week commitment is required.
NOTE: Hours may vary in upcoming semester.

REQUIRED QUALIFICATIONS:
Fingerprinting: All practicum students must be fingerprinted and pass the Federal/State fingerprinting clearance. Due to our licensing regulations, if there is any misdemeanor or felony on one’s criminal record one is not eligible for a practicum placement.

TB Test: Current TB test (past year).

Valid Identification: Valid driver’s license, state identification, or student identification.

APPLICATION PROCESS:
Interested practicum students that meet the qualifications and can fulfill the hours available please e-mail interns@crittentonsocal.org to apply for the upcoming semester.

Agency Mission: The mission of Crittenton Services for Children and Families is to help heal the wounds of abuse and neglect; to strengthen families, whether birth, foster or adoptive; and to help troubled adolescents reach their full potential.

Revised: 11/19/2015 15-16
Crittenton Services for Children and Families

Valley View Residential Treatment Program

Internship Program: Valley View Residential Treatment Program
Address: 801 E. Chapman Ave., Ste. 203
Fullerton, CA 92831
Phone: (714) 680-9000
Fax: (714) 680-8207
Supervisor: Carol Christie-Gomez
E-Mail: interns@crittentonsocal.org
Website: http://www.crittentonsocal.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, check:

☑ 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:
Apply online at:
http://crittentonsocal.org/undergraduate.html

POPULATION: Crittenton's Valley View Campus is a 24 hour residential treatment facility that serves up to 64 female clients from the age of 12 to 17. Clients are referred by the Probation Department and Department of Children and Family Services. Clients are provided mental health services including individual, group, and family therapy through our Day Rehabilitation Program. Many clients have a history of abuse and/or neglect and have a wide range of needs and diagnoses.

Experience: Practicum students will work directly with clients and interact with them one-on-one and in groups. Practicum students will also document necessary information regarding the client's case.

SUPERVISION: Weekly group supervision is provided on Thursdays 2pm-3pm.

HOURS: Tuesday and Thursday 2pm-7pm
Minimum 10 hours a week commitment is required.
NOTE: Hours may vary in upcoming semester.

REQUIRED QUALIFICATIONS:
Fingerprinting: All practicum students must be fingerprinted and pass the Federal/State fingerprinting clearance. Due to our licensing regulations, if there is any misdemeanor or felony on one’s criminal record one is not eligible for a practicum placement.

TB Test: Current TB test (past year).

Valid Identification: Valid driver’s license, state identification, or student identification.

APPLICATION PROCESS:
Interested practicum students that meet the qualifications and can fulfill the hours available please e-mail interns@crittentonsocal.org to apply for the upcoming semester.

Agency Mission: The mission of Crittenton Services for Children and Families is to help heal the wounds of abuse and neglect; to strengthen families, whether birth, foster or adoptive; and to help troubled adolescents reach their full potential.
**GENERAL STATEMENT:**
Under moderate supervision, the LGBTQ Resource Center Intern provides assistance in the educational programming of the LGBTQ Resource Center located in the Titan Student Union. The LGBTQ Resource Center Intern will be responsible for facilitating dialogues and assist in coordination of programs including, but not limited to: developing queer leadership presence on CSUF campus; co-facilitating discussion groups; participating as a Lead Educator in the Titan Talks program, providing LGBTQ resources and referral services; and, linking students to LGBTQ students and allied faculty.

**Functions:**
- Educational programming of LGBTQ Resource Center
- Co-Facilitation of discussion groups of the LGBTQ Resources
- Serving as Lead Panelist of the Titan Talks program
- Assist with planning, implementation and evaluation of Resource Center programs
- Other duties as assigned.

**SPECIFIC ABILITIES SKILLS AND/OR KNOWLEDGE REQUIRED:**
- Must have an understanding and interest in LGBTQ issues/experience and how they relate to broader social justice issues.
- Have the ability to effectively interact with students, staff, faculty, campus community and general public.
- Have the ability to work with people with diverse backgrounds and interest.
- Have the ability to work alone or as a team member.
- Have general knowledge of available student activities and involvement resources.
- Have excellent verbal and written communication skills.
- Have working knowledge of general office systems and basic computer usage including Microsoft Office Suite.
- Have good organizational skills; ability to prioritize and complete assigned work duties and handle a wide variety of tasks at one time.
- Have the ability to work in a busy environment.
- Have knowledge of professional telephone procedures and manners.
- Be self-motivated and have the ability to work under moderate supervision.
- Have the ability to learn quickly and share work responsibilities.
- Have the ability to follow emergency procedures.
- Have the ability to work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed or work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds.
- Understand and be able to articulate the statement of purpose and services of the Resource Center.
- Have the ability to conduct outreach to students on campus by promoting the resource center and its programs and services.
- Have the ability to summarize an accurate overview of Resource Center activities and services.
- Serve as an aide to the graduate assistant and other supervisors.
- Refer students to various on-campus resources such as the counseling center, health services, student...
The vision of the ASI LGBT/Queer Resource Center is to create an inclusive and affirming CSUF community for all LGBTQ students and their allies, regardless of gender identity, gender expression, or sexual identity. The Center serves the LGBTQ community through:

- provides identity support for LGBTQ students
- provides information onto on campus, community, and national resources
- advocates for respect, safety, and LGBT interests
- provides leadership development and advisement to queer and ally student organizations
- provide educational programming for all students, staff, and faculty of the University
- create an affirming and developmentally supportive space on campus
CSUF Camp Titan of Associated Students

Internship Program: **Camp Titan**
Address: 800 N. State College, TSU #269
Fullerton, CA 92834
Phone: 657-278-7734
Fax: 657-278-7099
Supervisor: Anthony Ragazzo
E-Mail: araggazo@fullerton.edu
Website: asi.fullerton.edu

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 direct supervision of the Director, ASI Leader & Program Development, intern serves as part of the leadership team for Camp Titan. The co-director/camper recruitment & management responsibilities. This position receives instruction, training and supervision from the Director, ASI Leader & Program Development, who serves as the camp administrator. As this position involves childcare, a high degree of propriety is expected of the co-director/camper management.

**DUTIES AND RESPONSIBILITIES:**

* Assists with the co-directors and the Director, ASI Leader & Program Development in the development, implementation and evaluation of the counselor development and training programs as well as the camp-week schedule and program.
* Provides support in identifying social service agencies and managing camper files.
* Makes contact with clients, answering phone inquiries and walk-ins.
* Meets regularly with Director, ASI Leader & Program Development.
* Maintains a close working relationship with the co-directors.

**SPECIAL ABILITIES, SKILLS AND/OR KNOWLEDGE REQUIRED:**

* Previous experience ASI a Camp Titan counselor.
* Ability to interact effectively with students, staff, faculty, campus community and general public; ability to work with diverse backgrounds and interests; knowledge of professional work procedures and manners.
* Working knowledge of general office system, basic computer usage (Microsoft Office: Word, Access, Excel), filing.
* Good organizational skills; ability to prioritize and complete assigned work duties and handle a wide variety of tasks at one time.
* Self-motivated and able to work autonomously; ability to learn quickly and share work responsibilities.

Agency Mission:

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Revised: 11/19/2015 15-16
**CSUF Center for Community Collaboration**

**Internship Program:** Center for Collaboration for Children  
**Address:** 800 No. State College Blvd. EC-685  
Fullerton, CA 92834  
**Phone:** (657)278-5681  
**Fax:** (657)278-5005  
**Supervisor:** Michelle Berelowitz  
**E-Mail:** mberelowitz@fullerton.edu  
**Website:** hhd.fullerton.edu/ccc  

**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:** No  

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

**Description of Internship:** Depending on the semester of interest, students have an opportunity to become involved in one or more projects ranging from: Annual report on the conditions of children in Orange County; Proposition 10-related activities; and Summer Outcomes Institute Conference. Also gain exposure to program evaluation and research. Stipends may be available.

**Agency Mission:** The mission for Community Collaboration (CCC) at California State University, Fullerton seeks to strengthen children, youth and families in collaboration with public agencies and community based organizations through cooperative activities of the College of Health and Human Development. The Center focuses on improving non-profit organizations' ability to provide effective and efficient services.  
*Opportunities for enhanced profesional development and interprofessional collaboration  
*Applied scholarship, research, and dissemination of results  
*Community capacity building and technical assistance
Internship Program: **CSUF Children's Center**

Address: 800 N. State College Blvd. T200  
Fullerton, CA 92634

Phone: (657) 278-2961  
Fax: (657) 278-5641  
Supervisor: Sonia Nunez  
E-Mail: snunez@FULLERTON.EDU  
Website: http://asi.fullerton.edu  
Paid Internships Available: No  

Background Clearance: No

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

Other Hours: M-Th 7:30am-7pm  
F 7:30am-5:30 pm  
Whenever classes are in session at

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:
Interns at the CSUF Children's Center help support the teaching staff by working closely as part of a team, giving care, supervising children during play and helping to implement a developmentally appropriate curriculum that is planned by Master Teachers. Interns are required to attend a pre-semester orientation and training the week before the semester starts and weekly (Friday 1:30-2:30) staff meetings. Assignments include child observations and anecdotal record keeping, assisting in child assessments, attending "Communication Skills Workshops," and planning and implementing developmentally appropriate curriculum.

The Children's Center values open communication and the development of positive, accepting relationships with children, parents and co-workers. The interns are an integral part of the Children's Center team and because of them, we are able to give the children the added attention and care they need and deserve.

Agency Mission: CSUF Children's Center's mission is to enable parents of young children who attend or work at Cal State Fullerton by providing safe, affordable, and convenient child care in a setting where children experience responsive relationships, and enjoy learning about themselves, others, and the world.
**Internship Program:** Fieldwork Office  
**Address:** 800 N. State College Blvd. EC 479C  
Fullerton, CA 92834  
**Phone:** (657) 278-4296  
**Fax:** (657) 278-8530  
**Supervisor:** Juli Martinez, MS  
**E-Mail:** julimartinez@fullerton.edu  
**Website:** http://hhd.fullerton.edu/HUSR/Fieldwork  

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

**Internship Program:** Fieldwork Office  
**Address:** 800 N. State College Blvd. EC 479C  
Fullerton, CA 92834  
**Phone:** (657) 278-4296  
**Fax:** (657) 278-8530  
**Supervisor:** Juli Martinez, MS  
**E-Mail:** julimartinez@fullerton.edu  
**Website:** http://hhd.fullerton.edu/HUSR/Fieldwork  

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

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

**Description of Internship:**  
INTERNSHIPS INCLUDE:  
- Assist students with questions regarding the Fieldwork Program and explain policies and procedures  
- Direct students to resources, directories, and evaluation books  
- Greet students and direct them to appropriate offices on campus  
- Assist with data entry of HUSR database (student and agency updates)  
- Assist with the planning and coordination of the Agency Orientation and Fieldwork Days  
- Interface with off-campus agency supervisors, students, and faculty, and provide information regarding the Fieldwork Program  
- Assist with the development of potential fieldwork sites  
- Update and edit fieldwork materials as needed (Agency Packet, Approved Agency Directory, and forms)  
- Assist with the planning and development of fieldwork materials  
- Design flyers for fieldwork events  
- May conduct class presentations regarding the fieldwork requirements  
- Revise the fieldwork Bulletin Board  
- Develop and complete one special project each semester  

**QUALIFICATIONS:**  
Excellent oral and written communication skills  
Strong administrative skills  
Good interpersonal and organizational skills  
Able to work independently and take initiative  
Ability to handle a multiple of tasks simultaneously  
Computer skills preferred (MS Word, Excel, PowerPoint, and Access)  

**Agency Mission:**  
The functions of the Human Services Fieldwork Office are:  
* Act as liaison between community agencies and HUSR faculty, staff, and students.  
* Provide opportunities for students to integrate theoretical knowledge with practical experience.  
* Ensure that students have high quality learning experiences in the community.  
* Assist students in exploring their academic and professional goals.  
* Support students in presenting themselves as competent professionals.  
* Research agencies for inclusion in agency directory.  
* Responsible for making sure that all agencies meet Human Services Fieldwork Program requirements.
Internship Program: EOP Counseling
Address: 800 N. State College Blvd., UH-143 Fullerton, CA 92834
Phone: (657)278-2288
Fax: (657) 278-4195
Supervisor: Victoria Cafasso
E-Mail: vcafasso@fullerton.edu
Website: http://www.fullerton.edu/academicservices
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

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
Other: Mentoring College students planning, implementing, and evaluating activities for college students.

Description of Internship:
*NOTE - This internship is on HOLD for the Fall 2015 semester. Please check back after that time.*
Student Academic Services Director – Dr. Rochelle Woods

Interns will be doing new student intakes -- getting all information needed for new student files, shadow the counselors, and look up data in computer under close supervision, provide academic advising to a small group of EOP students.

Interns may help plan and evaluate programs and activities designed to enhance college student persistence.

**Email supervisor for inquiries. Emails are sorted in the order received.

**NO SUMMER INTERNSHIPS AVAILABLE**

Agency Mission: The goal is to promote student development, the whole student, academically, intellectually, and socially through a broad spectrum of college experiences.
**Intensive Learning Experience (ILE)**

**Address:** 800 N. State College Blvd., UH-143

Fullerton, CA

**Phone:** (657) 278-2288

**Fax:** (657) 278-4195

**Supervisor:** Victoria Cafasso

**E-Mail:** vcafasso@fullerton.edu

**Website:** [http://www.fullerton.edu/academicservices](http://www.fullerton.edu/academicservices)

**Paid Internships Available:** No

**Background Clearance:** No

**Hours Interns Can Work:**

- [x] M-F Regular Business Hrs (9am-5pm)
- [x] 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

**Through this Internship,**

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

**Description of Internship:**

*NOTE - This internship is on HOLD for the Fall 2015 semester. Please check back after that time.*

Various duties include: working with ELM and EPT (remedial) CSUF students -- helping students choose the correct remedial classes & monitoring their progress and working on computers.

**Email supervisor for inquiries. Emails are sorted in the order received.**

**NO SUMMER INTERNSHIPS AVAILABLE**

**Agency Mission:** The goal is to promote student development, the whole student, academically, intellectually, and socially through a broad spectrum of college experiences.
Educational Talent Search (ETS) is seeking energetic, qualified applicants to support educational outreach services at four high schools in the City of Anaheim: Anaheim, Katella, Magnolia, and Savanna. These individuals will be key in providing services to ensure high school students apply to college.

**RESPONSIBILITIES:**
- Provide individual academic advisement/mentoring to students seeking postsecondary education
- Conduct small group academic advising/mentoring sessions
- Plan, coordinate, and/or facilitate presentations and workshops for students and/or parents and guardians
- Keep students informed of upcoming ETS program activities and events
- Participate in school events to promote and support ETS
- Attend staff meeting and program staff development sessions
- Other duties as directed by the Director and Academic Advisor

**QUALIFICATIONS:**
- Be a CSUF student in good academic standing with a minimum GPA of 2.5
- Be a junior or senior (must submit unofficial transcript)
- Be able to work independently with minimal supervision
- Possess excellent oral, written, and interpersonal communication skills
- Be sensitive to students of diverse ethnic and economic backgrounds
- Have reliable transportation to/from school site(s) and CSUF
- Bilingual (English/Spanish) preferred, but not required

**Description of Internship:**
Educational Talent Search is a federally-funded program, through the U.S. Department of Education, designed to identify and assist students with potential to succeed in higher education. ETS targets low-income, first-generation college students. Once students are identified, the goal of ETS is to provide participants and families with services that encourage continued success and graduation from high school and enrollment in programs of postsecondary education. ETS serves nearly 600 participants annually in the Anaheim Union High School District: Anaheim, Katella, Magnolia, and Savanna.
Titan Choices is a pre-college program designed to promote higher education to high school students through a series of presentations and activities, as well as guiding students towards CSU eligibility. Under the direction of the program coordinator, the Titan Choices intern will be responsible for providing services to a selected high school for one full academic year. Starting salary is $9.50/hour. One academic year commitment is required.

Job duties include:
- Placement at a partnering local high school campus
- Conduct a variety of academic and motivational presentations and services to high school students
- Provide pre-college mentoring sessions in both one-on-one and small group settings
- Provide unofficial transcript reviews to develop academic plan to guide students towards CSU eligibility
- Assist students with CSU on-line and paper application process
- Assist in CSUF special events
- Assist University Outreach counselors and staff with duties as assigned
- Must be available between the hours of 8 am - 3 pm (preferably on day, 8 hours)
- Participate in mandatory department training and weekly staff meetings
- Proof of valid auto insurance
- Occasional weekend and evening work as needed.
- Must be available weekend and evening work as needed.
- Must be available Fridays from 1pm-5 pm to attend trainings and staff meetings.
- Other duties as assigned

Minimum Qualifications
- Maintain a minimum GPA of 2.70, grades will be verified.
- Must possess a CA Driver’s License and pass DMV clearance
- Must have a reliable transportation

Preferred Qualifications
- Possess excellent oral, written, and interpersonal skills
- Work independently with minimal supervision
- Professional demeanor
- Working knowledge of Microsoft Office including Word, PowerPoint, Excel, etc.

The mission of University Outreach is to increase the number, quality, and diversity of CSU-eligible freshmen and upper division transfer applicants who enroll in and graduate from Cal State Fullerton. If unfamiliar with our programs, our students serve as ambassadors of the campus to assist prospective students, their parents, and the general community learn more about CSUF and higher education as we...
The mission of University Outreach is to identify, develop, and attract a diverse and high achieving pool of prospective freshman and transfer student applicants for admission to Cal State Fullerton; and to certify to the Veterans Administration that the coursework that Cal State Fullerton’s veteran and qualified veterans’ dependant student populations are taking count towards their respective degree programs. We provide educational services and programs designed to motivate and encourage students to pursue post-secondary education; to academically prepare middle, high school, community college students for University entrance, and we promote the academic and student services opportunities available at Cal State Fullerton.

To accomplish this mission, University Outreach provides services that include pre-admissions advising, application workshops, student support services, and information dissemination to the general public and community about the University’s admission process and regarding veterans’ benefits. University Outreach/Veterans Certification also hosts on-campus visitation programs and special campus-wide events such as Welcome to Cal State Fullerton Day. University Outreach/Veterans Certification staff track and maintain appropriate information about and provide follow-up to Cal State Fullerton veterans and qualified veterans’ dependents to ensure the timely receipt of their benefits.
**CSUF University Outreach**

**Titan Delegates**

- **Address:** 800 N. State College Blvd. LH-540
- **Fullerton, CA 92834**
- **Phone:** 657-278-2724
- **Fax:** (657) 278-7042
- **Supervisor:** Eddy Reyes
- **E-Mail:** edureyes@fullerton.edu
- **Website:** www.fullerton.edu/admissions

**Paid Internships Available:** 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 will vary week to week. Students MUST do one office hour/week and weekly training meetings.

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

**Description of Internship:**

Positions are available for the 2014-2015 school year. Starting salary is $9.50/hour.

The Titan Delegate Program functions as one of the conduits through which the University Outreach department disseminates knowledge concerning admissions requirements, testing and general information about Cal State Fullerton. In an effort to inform and guide prospective students and their families towards admission and a successful transition to Cal State Fullerton, Titan Delegates conduct and facilitate pre-admission presentations/workshops, as well as participate in college fairs, student panel presentations, and other student support oriented services to on- and off-campus organizations, communities and institutions.

**Responsibilities:**
- Travels to represent CSUF and University Outreach at various outreach events including but not limited to college fairs, high-school visits, special events, etc.
- Conduct a variety of academic presentations on-and off campus including classroom presentations, Visitor Information Presentations (VIPs), student panel presentations, etc.
- Assist in the implementation of major campus outreach events such as Welcome to Cal State Fullerton Day and other special events as needed.
- Provide assistance to Coordinator and Student Coordinator in office tasks and projects including but not limited to updating program databases, training materials, mailing packets, returning phone messages, etc.
- Must be available 10-15 hours during the work week (Monday – Friday) and specifically, Fridays from 1:00pm -5:00pm to attend trainings and staff meetings.
- Uphold the integrity of CSUF and the University Outreach department.
- Some evening and weekend work required.
- Other duties as assigned.

**Required Qualifications:**
- Enthusiasm & pride for CSUF
- Ability to work independently
- Professional demeanor
- Oral & interpersonal communication skills
- Working knowledge of Microsoft Office including Word, PowerPoint, Excel, etc.
- Demonstrate willingness to learn
- Time management & organizational skills
- Cooperative & flexible
- Demonstrate good judgment
- Knowledge of programs and services offered at CSUF (training will be provided)
- Maintain a full-time student status at CSUF
- Maintain a minimum term GPA and CSUF GPA of 2.70: grades will be verified
- Must possess a CA Driver’s License and pass DMV clearance
- Must have a reliable transportation
- Must have a valid proof of auto insurance
- Must be available for training. Tentative dates: August 15 and August 18-22, 2014

Revised: 11/19/2015 15-16
Remuneration:
- Training wage $9.50/hr. with possibility of earning full wage $10.17/hr.
- All offers of employment are contingent upon funding.
- Travel reimbursement provided.
- First consideration given to qualified federal work study students.

The mission of University Outreach is to identify, develop, and attract a diverse and high achieving pool of prospective freshman and upper division transfer applicants who enroll in and graduate from Cal State Fullerton; and to ensure that the veterans and qualified veteran dependents who are eligible for GI Bill benefits receive the benefits to which they are entitled.

Agency Mission:
The mission of University Outreach is to identify, develop, and attract a diverse and high achieving pool of prospective freshman and transfer student applicants for admission to Cal State Fullerton; and to certify to the Veterans Administration that the coursework that Cal State Fullerton's veteran and qualified veterans' dependant student populations are taking count towards their respective degree programs. We provide educational services and programs designed to motivate and encourage students to pursue post-secondary education; to academically prepare middle, high school, community college students for University entrance, and we promote the academic and student services opportunities available at Cal State Fullerton.

To accomplish this mission, University Outreach provides services that include pre-admissions advising, application workshops, student support services, and information dissemination to the general public and community about the University’s admission process and regarding veterans’ benefits. University Outreach/Veterans Certification also hosts on-campus visitation programs and special campus-wide events such as Welcome to Cal State Fullerton Day. University Outreach/Veterans Certification staff track and maintain appropriate information about and provide follow-up to Cal State Fullerton veterans and qualified veterans’ dependents to ensure the timely receipt of their benefits.
<table>
<thead>
<tr>
<th><strong>Internship Program:</strong></th>
<th><strong>Transfer Center Peer Advisor</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>800 N. State College Blvd. LH 501B</td>
</tr>
<tr>
<td></td>
<td>Fullerton, CA 92831</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(657) 278-7261</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>(657) 278-7042</td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Barbara Schiller Harvey</td>
</tr>
<tr>
<td><strong>E-Mail:</strong></td>
<td><a href="mailto:bschiller@fullerton.edu">bschiller@fullerton.edu</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.fullerton.edu/admissions">www.fullerton.edu/admissions</a></td>
</tr>
<tr>
<td><strong>Paid Internships Available:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Background Clearance:</strong></td>
<td>Yes</td>
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<tr>
<td><strong>Hours Interns Can Work:</strong></td>
<td>M-F Regular Business Hrs (9am-5pm)</td>
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<tr>
<td><strong>Other Hours:</strong></td>
<td>Some Saturdays and/or evenings for special events</td>
</tr>
</tbody>
</table>

**Transfer Center Peer Advisors work under the direction and close supervision of the Assistant Director of Transfer Services in the University's Outreach Department. Unlike Student Services Professional Staff, Transfer Center Peer Advisors do not make independent decisions about work to be performed and their work is closely monitored by the professional staff.**

**Transfer Center Peer Advisors:**

*Meet with prospective transfer students at the CSUF Transfer Center to provide information about CSU/CSUF admission requirements, CSU general education requirements, and lower-division major requirements.*

*Assist with CSUF presentations for small and large groups of prospective transfer students at both community colleges and on the Cal State Fullerton campus.*

*Provide CSU/CSUF Application Workshops for small and large groups of prospective transfer students.*

*Represent CSU Fullerton on CSU student panels.*

*Meet with prospective students at community colleges during CSUF Table Visits to provide information about CSU admission requirements, academic programs, student services, and strategies to help make a smooth transition into the University.*

*Represent CSU Fullerton at community college transfer events, including college fairs and transfer nights.*

*Participate in ongoing training sessions at the beginning of each semester and weekly staff meetings held on Friday afternoon.*

*Participate in special events sponsored by CSUF, including Destino Universidad and Welcome to CSU Fullerton Day.*

*Are responsible for maintaining up-to-date knowledge of CSU admission and academic policies, financial aid, and other information and will seek out information about these policies whenever needed.*

*Participate in special projects as assigned by the Outreach Counselor/Transfer Center Coordinator and/or the Assistant Director of Transfer Services.*

*Perform other duties as assigned.*

**TRANSFER CENTER PEER ADVISOR CRITERIA:**

- Able to work up to 20 hours per week
- Able to maintain a 2.7 cumulative GPA or above
- Must be enrolled in at least 12 units per semester
- Drivers license, reliable transportation, and a clean driving record

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**Background Clearance:** Yes

**Other:**

- Can Work: M-F Regular Business Hrs (9am-5pm)
- Can Work: M-F Evenings (5pm-10pm)
- Can Work: M-F Nights (10pm-9am)
- Can Work: Weekend days (9am-5pm)
- Can Work: Weekend evenings (5pm-10pm)
- Can Work: Weekend nights (10pm-9am)
- Can Work: Academic year only (Aug/Sept-May/June)
- Other Hours: Some Saturdays and/or evenings for special events

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Revised: 11/19/2015 15-16
• Possess excellent interpersonal, organizational, and overall communication skills
• Ability to multi-task and complete assignments in an efficient manner

PREFERRED QUALIFICATIONS:
• Knowledge of transfer requirements for admission into Cal State Fullerton
• Junior or Senior standing or Graduate standing preferred
• Transfer student preferred

Agency Mission: The mission of University Outreach is to identify, develop, and attract a diverse and high achieving pool of prospective freshman and transfer student applicants for admission to Cal State Fullerton; and to certify to the Veterans Administration that the coursework that Cal State Fullerton’s veteran and qualified veterans’ dependant student populations are taking count towards their respective degree programs. We provide educational services and programs designed to motivate and encourage students to pursue post-secondary education; to academically prepare middle, high school, community college students for University entrance, and we promote the academic and student services opportunities available at Cal State Fullerton.

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CSUF Upward Bound

Internship Program: **Academic Tutor**
Address: 800 N. State College Blvd., LH-630A
Fullerton, CA 92831
Phone: 657-278-7327
Fax: 657-278-1535
Supervisor: Ivan Pena
E-Mail: mpena@fullerton.edu
Website: www.fullerton.edu/sa/upward_bound/
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: TUTORING Session - 2:45-5:00 pm daily.
One Saturday a month required.

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

Description of Internship:
HOURS: PART-TIME (10-15 HOURS, MON-FRI, SOME EVENING AND ONE SATURDAY A MONTH REQUIRED)
**SALARY RANGE: $10.00 - $11.00 PER HOUR**

POSITION SUMMARY:
Under the supervision of the Academic Advisor, the Pre-College Advisor/tutor will work with high school students from the Santa Ana Unified School District. Pre-College Advisors/tutors will work to prepare students to enter and succeed in postsecondary education. The primary role of the Pre-College Advisors/tutors will be to assist students with their academic preparation through tutoring, mentorship, and encouraging student to pursue a postsecondary education.

ESSENTIAL FUNCTIONS:
- Attend weekly after school tutoring sessions (Monday-Friday 2:45-5:00pm) and monthly Saturday Academies (One Saturday a month from 8:00am-1:00pm).
- Conduct structured small group and one-to-one tutoring sessions in mathematics, science, history, and English during tutoring sessions.
- Work collaboratively with Academic Advisor to develop plans to improve students’ academic performance.
- Prepare and maintain accurate records of daily contacts and activities with students.
- Promote and recruit students to participate in Upward Bound activities and events.
- Assist the Academic Advisor with the planning, setup, and execution of Saturday Academy events.
- Help supervise and design activities for students during field trips.
- Attend monthly staff meetings, bi-annual trainings, and other trainings as assigned.
- Adhere to SAUSD policies and procedures in regards to contact with students and school personnel.

QUALIFICATIONS:
Ability to tutor students in at least one of the following subject areas: mathematics (algebra I, and/or geometry, and/or algebra II, and/or calculus), science (biology, and/or chemistry, and/or physics), history (world hist, and/or US hist, and/or government), and English.
- Must be willing to work a minimum of 10 hours per week.
- Currently enrolled undergraduate or graduate student with at least a 2.75 GPA.
- Experience working with students from diverse economic and social backgrounds.
- Possess excellent written and oral communication skills.
- Possess good organizational skills.
- Must be able to work independently and take initiative.
- Reliable, responsible, punctual and self-directed.
- Must pass content specific assessment.
- Must be available to work Monday-Friday between 2:45-5:00pm.
- Must be available to work one Saturday a month between 8:00am-1:00pm.
- Must attend mandatory training from Monday, August 18th – Wednesday, August 20th.
- Prior tutoring experience preferred.

EDUCATION:
Revised: 11/19/2015 15-16
Applicant must be at least a current sophomore student in good academic standing with at least a 2.75 GPA.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

APPLICATION PROCEDURE:
To be considered an applicant; you must apply through our online applicant portal found on the following site:
http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at asemployment@fullerton.edu.

CSU FULLERTON AUXILIARY SERVICES CORPORATION IS AN

Agency Mission: The Upward Bound Program is responsible for providing support to participants in their preparation for postsecondary education. Upward Bound serves high school students from low-income families; and high school students from families in which neither parent holds a bachelor’s degree. The goal of the program is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.
**Project Director, Blood Drives**

**Address:**
800 N. State College Blvd. TSU 234
Fullerton, CA 92834

**Phone:**
(657) 278-7623

**Fax:**
(657) 278-4665

**E-Mail:**
volunteer@fullerton.edu

**Website:**
http://www.fullerton.edu/volunteer

**Paid Internships Available:**
No

**Background Clearance:**
No

**Internship Program:**

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

**Description of Internship:**
Volunteer Service Programs Project Directors are committed to making positive changes in the world! They are an integral part of Cal State Fullerton as they work to “bridge the gap” between our campus community and our local community by bringing our resources and skills to those who need it most: children, elderly, sick, impoverished and the environment. These students strive to promote volunteerism and service to the CSUF community. Volunteer Service Programs hosts a number of community-based programs designed around student interests and the issues facing our society. They range from services that provide mentoring and tutoring to elementary youth to feeding the homeless and hungry. These programs provide Cal State Fullerton students the opportunity to develop leadership skills through their coordination of community based programs with local non-profit organizations. Students commit an entire semester of 5-8 hours per week and receive a variety of self-fulfilling and team related benefits from their service. Project Directors serve as the key liaisons between Cal State Fullerton and local non-profit organizations, supporting the Volunteer Service Programs motto “It’s your world…Change it!”

Student intern will serve as a Volunteer Service Programs Project Director coordinating the Blood Drive program. In partnership with the American Red Cross Blood Services, this project is designed to increase awareness about the importance of donating blood. Volunteers help to save lives by recruiting students, faculty and staff, along with community members, during monthly blood drives. Each donor potentially saves 3 lives!

Under the supervision of the Volunteer Service Programs Coordinator, the Project Director coordinates all activities related to the project, including recruiting, training, and supervising volunteers, designing and implementing project activities, collaborating with campus and community partners and evaluating the project.

**Agency Mission:**
The Volunteer Service Programs provides quality volunteer service to the community. It designs and implements social programming in collaboration with campus and community members. The Volunteer Service Programs seeks to broaden the knowledge and experience of Cal State Fullerton students by fostering the development of character, sensitivity and civic mindedness, ensuring that students become responsible and active members of society.
**CSUF Volunteer Service Programs**

**Internship Program: Project Director, Community Connection**

- **Address:** 800 N. State College Blvd. TSU 234
  Fullerton, CA  92834
- **Phone:** (657) 278-7623
- **Fax:** (657) 278-4665
- **Supervisor:** Coordinator
- **E-Mail:** volunteer@fullerton.edu
- **Website:** http://www.fullerton.edu/volunteer
- **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:** Some evenings and weekends may be required

**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

**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 evenings and weekends may be required

**Description of Internship:**

Volunteer Service Programs Project Directors are committed to making positive changes in the world! They are an integral part of Cal State Fullerton as they work to "bridge the gap" between our campus community and our local community by bringing our resources and skills to those who need it most: children, elderly sick, impoverished and the environment. These students strive to promote volunteerism and service to the CSUF community. Volunteer Service Programs hosts a number of community-based programs designed around student interests and the issues facing our society. They range from services that provide mentoring and tutoring to elementary youth to feeding the homeless and hungry. These programs provide Cal State Fullerton students the opportunity to develop leadership skills through their coordination of community based programs with local non-profit organizations. Students commit an entire semester of 5-8 hours per week and receive a variety of self-fulfilling and team related benefits from their service. Project Directors serve as the key liaisons between Cal State Fullerton and local non-profit organizations, supporting the Volunteer Service Programs motto "It's your world...Change it!"

Student intern will serve as a Volunteer Service Programs Project Director coordinating the Community Connection program. Community Connection currently provides recreational and social programming twice a month at Orangewood Children's Home for children who have been removed from their homes due to abuse, neglect or other confidential reasons.

Under the supervision of the Volunteer Service Programs Coordinator, the Project Director coordinates all activities related to the project, including recruiting, training and supervising volunteers, designing and implementing project activities, collaborating with the community partner and evaluating the project.

**Agency Mission:**

The Volunteer Service Programs provides quality volunteer service to the community. It designs and implements social programming in collaboration with campus and community members. The Volunteer Service Programs seeks to broaden the knowledge and experience of Cal State Fullerton students by fostering the development of character, sensitivity and civic mindedness, ensuring that students become responsible and active members of society.

Revised: 11/19/2015   15-16  86
Internship Program: **Project Director, Hunger Coalition**

**Address:** 800 N. State College Blvd. TSU 234
Fullerton, CA 92834

**Phone:** (657) 278-7623

**Fax:** (657) 278-4665

**Supervisor:** Coordinator

**E-Mail:** volunteer@fullerton.edu

**Website:** http://www.fullerton.edu/volunteer

**Background Clearance:** No

**Hours Interns Can Work:** M-F Regular Business Hrs (9am-5pm)

**Paid Internships Available:** No

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

**Other Hours:** Some evenings and weekends may be required

**Description of Internship:**

Volunteer Service Programs Project Directors are committed to making positive changes in the world! They are an integral part of Cal State Fullerton as they work to “bridge the gap” between our campus community and our local community by bringing our resources and skills to those who need it most: children, elderly sick, impoverished and the environment. These students strive to promote volunteerism and service to the CSUF community. Volunteer Service Programs hosts a number of community-based programs designed around student interests and the issues facing our society. They range from services that provide mentoring and tutoring to elementary youth to feeding the homeless and hungry. These programs provide Cal State Fullerton students the opportunity to develop leadership skills through their coordination of community based programs with local non-profit organizations. Students commit an entire semester of 5-8 hours per week and receive a variety of self-fulfilling and team related benefits from their service. Project Directors serve as the key liaisons between Cal State Fullerton and local non-profit organizations, supporting the Volunteer Service Programs motto "It's your world...Change it!"

Student intern will serve as a Volunteer Service Programs Project Director coordinating the Hunger Coalition program. Hunger Coalition currently coordinates events that focus on hunger and homelessness. Hunger Coalition helps prepare and serve food at local soup kitchens and shelters, pack food that goes out to needy and homeless families, and coordinate food, clothing, and hygiene drives on campus. Project Directors are responsible for coordinating all Hunger & Homelessness Awareness week activities in the Fall.

Under the supervision of the Volunteer Service Programs Coordinator, the Project Director coordinates all activities related to the project, including recruiting, training and supervising volunteers, designing and implementing project activities, collaborating with the community partner and evaluating the project.

**Agency Mission:**

The Volunteer Service Programs provides quality volunteer service to the community. It designs and implements social programming in collaboration with campus and community members. The Volunteer Service Programs seeks to broaden the knowledge and experience of Cal State Fullerton students by fostering the development of character, sensitivity and civic mindedness, ensuring that students become responsible and active members of society.
CSUF Volunteer Service Programs

Internship Program: Project Director, Project Buddies

Address: 800 N. State College Blvd. TSU 234
Fullerton, CA 92834
Phone: (657) 278-7623
Fax: (657) 278-4665
Supervisor: Coordinator
E-Mail: volunteer@fullerton.edu
Website: http://www.fullerton.edu/volunteer

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

Other Hours: Some evenings and weekends may be required

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

Description of Internship:

Volunteer Service Programs Project Directors are committed to making positive changes in the world! They are an integral part of Cal State Fullerton as they work to "bridge the gap" between our campus community and our local community by bringing our resources and skills to those who need it most: children, elderly sick, impoverished and the environment. These students strive to promote volunteerism and service to the CSUF community. Volunteer Service Programs hosts a number of community-based programs designed around student interests and the issues facing our society. They range from services that provide mentoring and tutoring to elementary youth to feeding the homeless and hungry. These programs provide Cal State Fullerton students the opportunity to develop leadership skills through their coordination of community based programs with local non-profit organizations. Students commit an entire semester of 5-8 hours per week and receive a variety of self-fulfilling and team related benefits from their service. Project Directors serve as the key liaisons between Cal State Fullerton and local non-profit organizations, supporting the Volunteer Service Programs motto "It's your world...Change it!"

Student intern will serve as a Volunteer Service Programs Project Director coordinating the Project Buddies program. Project Buddies is dedicated to fostering friendships between college students and special needs individuals in our community. Volunteers participate in fun group activities with special education students ages 18-22. Through this project, both sets of students have the opportunity to enjoy one another’s company and grow from the experience, in addition to educating the community at large that “differences” between the two populations are not as big as they might seem.

Under the supervision of the Volunteer Service Programs Coordinator, the Project Director coordinates all activities related to the project, including recruiting, training and supervising volunteers, designing and implementing project activities, collaborating with campus and community partners and evaluating the project.

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Some evenings and weekends may be required.

Paid Internships Available: No
Background Clearance: No

**Project Director, Project Read**

**Address:** 800 N. State College Blvd. TSU 2
Fullerton, CA 92834

**Phone:** (657)278-7623
**Fax:** (657)278-4665
**Supervisor:** Coordinator
**E-Mail:** volunteer@fullerton.edu
**Website:** http://www.fullerton.edu/volunteer

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

**Description of Internship:** Volunteer & Service Center Project Directors are committed to making positive changes in the world! They are an integral part of Cal State Fullerton as they work to “bridge the gap” between our campus community and our local community by bringing our resources and skills to those who need it most: children, elderly, sick, impoverished and the environment. These students strive to promote volunteerism and service to the CSUF community. The Volunteer & Service Center hosts a number of community-based programs designed around student interests and the issues facing our society. They range from services that provide mentoring and tutoring to elementary youth to feeding the homeless and hungry. These programs provide Cal State Fullerton students the opportunity to develop leadership skills through their coordination of community based programs with local non-profit organizations. Students commit an entire semester of 5-8 hours per week and receive a variety of academic and community-based benefits from their service. Project Directors are expected to devote about two hours per week for an entire semester. During this time, the volunteers are mentoring and reading to children at Anaheim Interfaith Shelter or Fullerton Interfaith Shelter, which are transitional shelters for homeless families, in hope of promoting literacy among the most needy.

Project Read was founded in the Spring of 1997 by Tracy Dush, a student at CSUF. With the help and input of dozens of enthusiastic CSUF volunteers, the project has served hundreds of local children. The mission of Project Read is to teach children the love of reading. Committed volunteers make a profound difference in the life of a child spending quality time with them as they read books together, thereby encouraging and promoting an enthusiasm for reading. Volunteers also help with homework to ensure academic success. Volunteers are expected to devote about two hours per week for an entire semester. During this time, the volunteers are mentoring and reading to children at Anaheim Interfaith Shelter or Fullerton Interfaith Shelter, which are transitional shelters for homeless families, in hope of promoting literacy among the most needy.

This is a wonderful opportunity for volunteers to enhance their leadership skills by becoming a mentor, teacher, and public speaker. Under the supervision of the Volunteer & Service Center Coordinator, the Project Director coordinates all activities related to the project, including recruiting, training and supervising volunteers, designing and implementing project activities, collaborating with campus and community partners and evaluating the project.

**Agency Mission:** The Volunteer Service Programs provides quality volunteer service to the community. It designs and implements social programming in collaboration with campus and community members. The Volunteer Service Programs seeks to broaden the knowledge and experience of Cal State Fullerton students by fostering the development of character, sensitivity and civic mindedness, ensuring that students become responsible and active members of society.
The Women’s Center & Adult Reentry Center provides a well-rounded para-professional experience to develop and enhance skills that are vital in today’s workplace. Our Center aims to foster an environment that enhances gender inclusivity, knowledge and awareness, and to eliminate stereotypes based on gender and identity.

The Center actively recruits highly motivated students who are interested in group facilitation, program development, and campus-wide event planning. Interested students should have prior experience in public speaking, leadership, and teamwork.

This internship experience is volunteer and may be used as part of an internship course requirement. Interested student must be available to work a minimum of ten (10) hours per week, including mandatory weekly training on Thursdays from 9:00am – 11:00am. If selected, interns must commit to a minimum of one academic semester, and will experience the following:

- Assist in planning campus-wide awareness events, including heritage months, violence prevention events and conferences;
- Facilitate identity-based discussion groups;
- Facilitate bystander intervention workshops;
- Represent the WoMen’s and Adult Reentry Center at campus outreach events;
- Assist staff with educational programming including workshops, conferences, facilitated movie nights, etc.;
- Conduct research on gender and identity for future programs.

Application, Cover Letter, and Resume Deadline: Friday, July 18, 2014
Interviews Scheduled: July 21- Aug 1, 20014
Mandatory Pre Orientation Training 8:00am -5:00pm: Thursday, August 7th, and Thursday, August 21st.

**Specifically looking for student interested in facilitating a group for Chciana/Latina students and one for Asian female students

The Women's Center provides education to the campus and surrounding community on the status of women and men in society today; fosters an environment to increase knowledge of gender-constructed norms; focuses on the elimination of stereotypes, including racial, gender, sexual orientation, age and socioeconomic status. Intellectual/emotional development, growth and support of the student body at CSUF are implicit in all of the Center's goals.
**Internship Program:**

**WorkAbility IV**

**Address:**

800 N. State College Blvd.
Fullerton, CA 92831

**Phone:**

(657)278-4560

**Fax:**

(657)278-7089

**Supervisor:**

Angela Sardan and Nicolle Hadley

**E-Mail:**

asardan@fullerton.edu and nhadley@fullerton.edu

**Website:**

www.fullerton.edu/workability

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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
- ☐ Tutoring Services
- ☐ Person w/ Disabilities
- ☐ Elderly Services
- ☐ Substance Abuse
- ☐ Recreation Programs
- ☐ Other: Project and Program Management
- ☐ Health Issues
- ☑️ Counseling Services
- ☑️ Administrative/Computers
- ☐ Other:

---

**Description of Internship:**

Under the general supervision of the Assistant Program Director, the WAIV Intern assists with general program services including:

- Participates with client intake and career development appointments.
- Collaborates with WAIV staff, DOR counselors, Disabled Student Services, and Career Center regarding career development and job/internship search assessments.
- Attends and facilitates WAIV related meetings, workshops and seminars.
- Assists with recruiting activities, job fairs and other events.
- Researches and manages employment and internship opportunities for clients.
- Promotes WAIV events and career development opportunities on social media accounts.
- Provides administrative duties including answering phones, filing, email, scheduling, copies, and organizing program materials.
- Maintains confidential documentation and case files.

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**Agency Mission:**

WAIV is dedicated to providing students with career development and job placement services to students with disabilities to retain career related employment upon graduation.

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**Revised:** 11/19/2015 15-16
Internship Program: **Mathletics**
Address: 505 E. Central Ave.
Santa Ana, CA  92707
Phone: (714) 481-9600
Fax: (714) 481-9698
Supervisor: Volunteer Coordinator
E-Mail: volunteer@delhicenter.org
Website: www.delhicenter.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
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Administrative/Computers
- Families/Couples
- Counseling Services

### Description of Internship:
The Education Program Intern will assist with the development and implementation of the Delhi Center’s two flagship education programs: Mathletics and Cal PREP. Mathletics is an after-school tutoring program for students in K-8th grade. The Cal PREP program matches middle and high school students with mentors who are college students or working professionals with college degrees, to expose and prepare students for college and career pathways.

More specifically, The CSUF Human Services intern will tutor Mathletics students, assist with parent meetings, and lead group math enrichment activities/games. In addition, the intern will assist with mentor recruitment efforts and school outreach. The Education Program Coordinator will train the intern on-site by providing the appropriate resources, knowledge, and support needed to complete assigned projects. Training will also include a 60 minute orientation. In addition, the EPC will schedule bi-weekly meetings with the education program intern to discuss areas where the intern needs more support and additional training.

### Agency Mission:
Our mission is to advance self-sufficiency through sustainable programs in health financial stability, education and community engagement.

Our vision is to be a model of service delivery and leadership development.
Delhi Center

Internship Program: Sparkpoint OC

Address: 505 E. Central Ave.
Santa Ana, CA 92707

Phone: (714) 481-9600
Fax: (714) 481-9698

Supervisor: Nick Olivar
E-Mail: volunteer@delhicenter.org
Website: www.delhicenter.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: Weekends/evenings as needed

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

Description of Internship:
Delhi Center is excited to offer an internship for SparkPointOC, a new initiative and exclusive program led by Orange County United Way.

Interns will gain hands-on experience in case management by pursuing outreach opportunities, researching referrals, making community presentations, attending staff meetings and working directly with case managers with day-to-day tasks and responsibilities.

SparkPointOC helps clients create step-by-step plans to set and achieve personal goals and move toward financial self-sufficiency. Families are equipped with basic services that help eliminate immediate barriers to their independence. We aim to help clients improve their credit score, increase income, decrease debt, build assets and increase their overall financial knowledge by connecting clients to these services and offering support along the way.

Clearance procedures
Please provide: background check, reference check, confidentiality agreement, liability waiver.

Agency Mission:
Our mission is to advance self-sufficiency through sustainable programs in health financial stability, education and community engagement.

Our vision is to be a model of service delivery and leadership development.
# Down Syndrome Association of OC

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>DSAOC Programs and Services Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 151 Kalmus Drive Suite M5</td>
<td></td>
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<tr>
<td>Costa Mesa, CA 92626</td>
<td></td>
</tr>
<tr>
<td>Phone: (714) 540-5794</td>
<td></td>
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<tr>
<td>Fax: (714) 540-5872</td>
<td></td>
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<tr>
<td>Supervisor: Alicia Chan</td>
<td></td>
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<tr>
<td>E-Mail: <a href="mailto:programs@dsaoc.org">programs@dsaoc.org</a></td>
<td></td>
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<tr>
<td>Website: <a href="http://www.dsaoc.org">www.dsaoc.org</a></td>
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<td>Tutoring Services</td>
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<td>Person w/ Disabilities</td>
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<tr>
<td>Recreational Programs</td>
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<tr>
<td>Administrative/Computers</td>
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<tr>
<td>Description of Internship:</td>
<td>DSAOC is a small non-profit organization with a 35-year history in Orange County. We are one of the oldest Down Syndrome affiliates in the Nation. With a relatively small paid staff, and meaningful and significant work being done, interns in our agency can expect to be given important responsibilities, commensurate with their ability.</td>
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<tr>
<td>Interships are available immediately:</td>
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<tr>
<td>SMALL BIKE CAMP INTERNSHIP:</td>
<td>This is a summer internship, culminating in our Summer Bike Camp at Soka University in Aliso Viejo, August 4-8. The Bike day camp provides riding instruction to individuals with disabilities whose challenges have made it difficult to learn to ride. Responsibilities include coordinating the volunteers for the camp (scheduling and pre-camp communication), outreach to families participating and helping to run the Camp along with the Program Coordinator.</td>
</tr>
<tr>
<td>SPANISH-LANGUAGE OUTREACH INTERNSHIP:</td>
<td>The intern in this position should be bi-lingual English/Spanish and will work with our New Parent and Spanish language support coordinator. Work may include preparing outreach materials for new families, working with our early-literacy program for pre-schoolers with Down syndrom where Spanish is the language spoken in the home, calling families, providing information, and updating outreach records (available ongoing).</td>
</tr>
<tr>
<td>HOSPITAL OUTREACH INTERNSHIP:</td>
<td>This internship involves developing and or maintaining relationships with hospitals with birthing centers where babies with Down Syndrome may be born. Responsibilities will include developing contact lists for the hospitals, providing and updating resource materials, including referral forms in DSAOC information to the social workers, and data tracking (hospital births, and follow up). This intern will have direct contact with health care professionals, and families in our Parent Mentor Program.</td>
</tr>
<tr>
<td>PROGRAM ADMINISTRATION INTERNSHIP:</td>
<td>This internship is an ongoing internship (intern can set start/stop dates) working with the DSAOC staff on Program projects including volunteer coordination, resource and referral compilation, program records, and our resource library in our Costa Mesa office.</td>
</tr>
<tr>
<td>Agency Mission:</td>
<td>Our mission is to provide the means necessary to empower individuals with Down Syndrome to reach their full potential. Our vision is to become a model organization that will not cease until every person with Down Syndrome is a valued member of society.</td>
</tr>
</tbody>
</table>

Revised: 11/19/2015 15-16
**Senior & Adult Day Care Services**

**Address:** 500 W. Central Ave, Suite A  
Brea, CA 92821

**Phone:** (714) 672-0866  
**Fax:** (714) 672-0877

**Supervisor:** Nancy Cross  
**E-Mail:** nancy.cross@essc.org  
**Website:** [http://www.southerncal.easterseals.com](http://www.southerncal.easterseals.com)

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

**Through this Internship**

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

**Description of Internship:**

Easter Seals Senior Day Services integrates individuals with developmental disabilities and older adults with Alzheimer’s disease and/or dementia. Within this service design individuals participate in a variety of meaningful social and recreational activities that focus on increasing the quality of daily living.

Students earning their Human Services degree can easily satisfy their internship, independent study, service learning/practicum hours.

Students interested in: Gerontology, Human Services, Health Science, Nursing, Communicative Disorders, Disability Services, Kinesiology, and similar academic focuses will increase their experience and knowledge in the following areas.

Physical Education/ Kinesiology: lead tri-weekly, group, or 1:1 exercise programs that address the comprehensive health and wellness topics of aging and older adults. Exercise programs are designed to assist individuals in maintaining and optimally increasing stamina and physical strength.

Administration/Computers – Research and compose information for biographies and educational topics to present to older adults.

Communicative Disorders – Interact and engage in conversation with older adults with communicative disorders. Apply concepts while leading communication exercises and activities. Develop and apply visual supports throughout activities for adults with hearing impairments and developmental disabilities to increase independence and self-help skills.

Recreational Activities – Work with Direct Care Staff to provide assistance supporting older adults with participation in meaningful activities. Ex. (Golf, bowling, croquet, basketball, Bocci ball, Arts & Crafts, etc.)

**Agency Mission:** Easter Seals provides exceptional services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, learn, work and play in their communities.
El Monte School District

Internship Program: El Monte City SD/Child Welfare Department
Address: 3540 N. Lexington Ave.
El Monte, CA 91731
Phone: 626-453-3784
Fax: 626-444-6834
Supervisor: Michael Rogel
E-Mail: mrogel@emcsd.org
Website: www.emcsd.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: homelessness
✓ Health Issues ✓ Counseling Services □ Administrative/Computers

Other Hours: Some weekends may be available

Description of Internship:
Intern will provide individual/group counseling to students in grades K-8. They may also serve as a liaison for programs (Teen Court, Mock Trial Academy, Truancy Court) designed to work with high-risk youth.

The intern program offered by the El Monte City School District supplements the academic program with the opportunity for students to discuss several topics.

NOTE:
*Live Scan fingerprinting and recent TB clearance required (No cost to intern)
** A 2 semester commitment is preferred**

PROGRAM MISSION STATEMENT:
The Child Welfare Department provides a wide range of programs and resources to school and district personnel, students and families on issues and concerns related to the following: student discipline, school safety, custody of minors, enrollment and residency, homeless and foster youth, compulsory school attendance and truancy reduction.
We also offer specialized services in counseling and guidance, and/or issues related to mental health.

Agency Mission:
Our purpose is to educate all students to develop skills, knowledge, and attitudes to be responsible, productive, and fulfilled individuals able to succeed ethically in a democratic society.

Revised: 11/19/2015 15-16
**Family and Youth Outreach**

**Internship Program:** Family & Youth Outreach Program

**Address:** 11301 Acacia Pkwy
Garden Grove, CA 92840

**Phone:** (714) 741-5895

**Fax:** (714) 636-0351

**Supervisor:** Sonia Angeles

**E-Mail:** sangeles@bgcgg.org

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

**Paid Internships Available:** No

**Background Clearance:** Yes

**Other Hours:** M-F 11am-8pm
Sat. 9am-5pm
Closed on Sundays

**through this Internship:**
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities

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

**Description of Internship:**
- Assists in screening, selecting and placing Community Service clients and follows-up with phone contact to check on status
- Provides referrals and resources to clients and community partners
- Attends mandatory staff/volunteer meetings and trainings
- Assists in updating client information into database
- Calls and schedules families for intake dates according to FYOP policy
- Completes all necessary documentation
- Assists in creating files for all new clients
- Assesses and gathers background information from clients
- Conducts intakes with clients and families in Spanish or Vietnamese and English
- Provides translation services as needed
- Prepares list of attendees for classes
- Terminates files when necessary
- Responds to crisis situation as necessary and informs Director and/or Program Manager
- Completes all follow-up phone calls and/or letters to remind clients of their scheduled and/or missed appointments as needed
- Completes weekly phone calls to clients on waiting list
- Answers phones and provides customer service
- Follows all BGCGG Policies and Procedures
- Performs all other duties as assigned

**Skills Preferred:**
- Proficiency with Microsoft Word and Excel
- Excellent communication skills
- Bilingual (Spanish, Vietnamese or Korean) – ability to speak, read and write

**Agency Mission:**
This program at F.Y.O.P. is sponsored by the Boys & Girls Club of Garden Grove, the City of Garden Grove, Garden Grove Police Dept., and Garden Grove School District to provide intervention for at-risk youth. The goal of the Family & Youth Outreach Program is to assist juveniles and their families in resolving issues that may lead to delinquent behavior or interfere with positive social development.

Revised: 11/19/2015  15-16  97
The goal of FELIX VENTURES is the development of its members into strong, productive, and successful adults with a good educational foundation, a positive self-image and an excellent personal ethic. It seeks to do this through leadership training and through the teaching of wilderness survival and backpacking skills as well as by giving its members exposure to a variety of cultural activities. This is the TWELFTH year the program has been in existence.
**Five Acres**

**Adoption Promotion and Support Services**

**Address:**
301 E. Arrow Hwy Ste. 101
San Dimas, CA 91773-3364

**Phone:**
(909)293-7861

**Fax:**
(909)447-8730

**Supervisor:**
Jill Mattinson-Cruz

**E-Mail:**
jmattinson-cruz@5acres.org

**Website:**
www.fiveacres.org

**Background Clearance:**
Yes

**Paid Internships Available:**
No

**Other Hours:**
Some evening and weekend hours

**Internship Program:**
No

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

**Description of Internship:**

**DESCRIPTION:**
Five Acres Adoption Promotion and Support Services provides support to children and adoptive families through support groups, mentoring, case management services, and therapy to nurture lifetime commitments, ensure permanency for children, expedite the adoption process, reducing adoption disruption and increasing the number of finalized adoptions nationwide.

Duties include:

- Interns will assist with preparation for support groups for adoptive parents and foster parents and children
- Assist in developing curriculum
- Conduct online research impacting adoption
- Assist with presentations
- Help with coordination of workshops/APSS events
- Computer and internet skills highly desirable

**Other:**
Foster Care and Adoption

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

**Agency Mission:**
Five Acres promotes safety, well-being and permanency for children and their families by building on their strengths and empowering them within communities.
Internship Program: Career and Life Planning Center

Address: 321 E. Chapman Ave.
          Fullerton, CA 98765
Phone: (714) 732-5530
Fax: (714) 992-9917
Supervisor: Janine Cirrito M.A., MCDP
E-Mail: jcirrito@fullcoll.edu
Website: http://careercenter.fullcoll.edu

Paid Internships Available: No
Background Clearance: Yes

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
- Higher Education: Career Services

Description of Internship:

JOB DESCRIPTION:

Intern will:

* Assist college level students with career and educational matters
* Learn about occupational information and research
* Shadow career and academic counselors
* Greet students and schedule appointments
* Prepare processing of career and personality assessments

Interns may:

* Provide classroom presentations on Career Center’s services and resources
* Offer Career Center orientations regarding services and resources

Agency Mission: We prepare students to be successful learners.
# Fullerton College

## Internship Program: High School Outreach Office

| Address: | 321 E. Chapman Ave.  
|          | Fullerton, CA 92832-2095 |
| Phone:   | (714) 992-7250 |
| Fax:     | (714) 992-9917 |
| Supervisor: | Rolando Sanabria |
| E-Mail: | rsanabria@fullcoll.edu |
| Website: | http://careercenter.fullcoll.edu |

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

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

### Through this Internship, Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Counseling Services
- Tutoring Services
- Administrative/Computers
- Outreach and Program Development

### Description of Internship:

- Conducting classroom presentations to incoming freshman and high school seniors
- Program development, implementation, and evaluation
- Shadow counselor through individual counseling appointments and academic Advising
- Assist with new student orientation
- Co-facilitate workshops
- Assist students in finding appropriate resources based on individual needs
- Learn to create a database for students

**NOTE:** INTERNS NEED TO BE APPROVED BY OUR BOARD OF TRUSTEES.

### Agency Mission:

We prepare students to be successful learners.
# Fullerton Union High School AVID

**Internship Program:** AVID Tutors  
**Address:** 201 E. Chapman Ave.  
Fullerton, CA  92832  
**Phone:** (714)626-3929  
**Fax:** (714)449-0777  
**Supervisor:** Christopher Herbert  
**E-Mail:** chebert@fjuhsd.net  
**Website:** fullertonhigh.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:** MAIN HOURS: T/TH 8 - 10 am and FRI 8-10 am. Additional hours based on program needs  

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

**Description of Internship:** Interns will mediate AVID students' collaborative groups as they use questions (inquiry) to help student presenters with their points of confusion. AVID Tutors do NOT need to be "experts" in each field; they act as facilitators in a group setting as students collaborate to help their peers. All AVID tutors always work with students under direct supervision of the AVID teachers/coordinator, so they are never on their own without assistance. Our greatest need is math, particularly Algebra I, Algebra II, and Geometry. We also have need in Chemistry, History (World, Euro, and U.S.), Biology, and English.  

**Agency Mission:** AVID, Advancement Via Individual Determination, is a college readiness system for elementary through higher education that is designed to increase schoolwide learning and performance. The AVID College Readiness System (ACRS) accelerates student learning, uses research based methods of effective instruction, provides meaningful and motivational professional learning, and acts as a catalyst for systemic reform and change.  

Although AVID serves all students, the AVID elective focuses on the least served students in the academic middle. The formula is simple - raise expectations of students and, with the AVID support system in place, they will rise to the challenge. What distinguishes AVID from other educational reform programs is its continuous success rate.
**Girls Incorporated of OC**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Academic Tutor/Homework Helper - Elementary After School Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>1815 Anahiem Ave</td>
</tr>
<tr>
<td></td>
<td>Costa Mesa, CA 92627</td>
</tr>
<tr>
<td>Phone:</td>
<td>(949) 646-7181</td>
</tr>
<tr>
<td>Fax:</td>
<td>(949) 646-5313</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Ashley Cashdollar</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:acashdollar@girlsinc-oc.org">acashdollar@girlsinc-oc.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.girlsinc-oc.org">www.girlsinc-oc.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

**Other Hours:**
- Mon-Thurs: 2:00 - 4:00pm, 4:5 pm or 5-6 pm (School Year Only)

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

**Other:**
- Person w/ Disabilities

**Description of Internship:**
As part of the I CAN homework initiative, volunteers and interns assist girls with homework help and academic tutoring specific to the needs of the participants. Provide overall supervision and safety for the girls, while developing a supportive environment. Minimum commitment of 1 day a week for 12 weeks.

**Agency Mission:**
"Inspiring all girls to be Strong, Smart and Bold!"
Girls Incorporated of OC

**Internship Program:** Elementary After School & Summer Program for Girls 5-12 Yrs.

| Address: 1815 Anahiem Ave  
Costa Mesa, CA 92627 | 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) |
|---|---|
| Phone: (949)646-7181 | Other Hours: M-F 1pm - 6pm (School Year)  
M-F 8am - 6pm (Summer) |
| Fax: (949)646-5313 | |
| Supervisor: Ashley Cashdollar | |
| E-Mail: acashdollar@girlsinc-oc.org | |
| Website: www.girlsinc-oc.org | |
| Paid Internships Available: No | |
| Background Clearance: Yes | |

Through this Internship, Students Gain Experience With:

- Children/Youth
- Tutoring Services
- Person w/ Disabilities
- Families/Couples
- Recreation Programs
- Other:

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

**Description of Internship:**
Perform in a co-facilitating role by assisting in the implementation of Girls Inc. curriculum. Assist staff in homework, enrichment and extracurricular activities. Attend outreach at local elementary schools. Provide overall supervision and safety for the girls, while developing a supportive environment. Minimum commitment of 1 day a week for 12 weeks.

**Agency Mission:**
"Inspiring all girls to be Strong, Smart and Bold!"
Girls Incorporated of OC

Internship Program: **EUREKA! Program for Girls 12-15**

**Address:**
1815 Anahiem Ave
Costa Mesa, CA  92627

**Phone:** 949-646-7181
**Fax:** 949-646-5313

**Supervisor:** Ashley Cashdollar
**E-Mail:** acashdollar@girlsinc-oc.org
**Website:** www.girlsinc-oc.org

Paid Internships Available: No
Background Clearance: Yes

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

**Other Hours:** M-Th 8am - 5 pm (Summer Only)

**Through this Internship,**

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

**Description of Internship:**

NOTE: SUMMER PROGRAM ONLY

2-4 week Girls Incorporated Operation SMART (Science, Math, and Relevant Technology) summer program held on college campuses for adolescent girls. Assist staff in facilitation of Girls Inc. programs and enrichment activities. Provide supervision and safety for the girls, while developing a supportive environment. Minimum commitment of 1 day a week for 2-4 weeks.

**Agency Mission:**

"Inspiring all girls to be Strong, Smart and Bold!"
Girls Incorporated of OC

**Internship Program:** Outreach Program Assistant

**Address:** 1815 Anaheim Ave
Costa Mesa, CA 92627

**Phone:** (949) 646-7181
**Fax:** (949) 646-5313
**Supervisor:** Ashley Cashdollar
**E-Mail:** acashdollar@girlsinc-oc.org
**Website:** www.girlsinc-oc.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
- ✓ Tutoring Services
- ✓ Person w/ Disabilities
- ✗ Families/Couples
- ✗ Substance Abuse
- ✓ Recreation Programs
- ✗ Administrative/Computers
- ✓ Health Issues
- ✓ Counseling Services
- ✗ Elderly Services
- ✗ Other:

**Description of Internship:**
10-12 week Girls Inc. Curriculum based program held at multiple sites, including middle schools, high schools, community centers, non-profit partners, and juvenile detention centers. Assist staff in facilitation of Girls Inc. programs and activities. Provide overall supervision and safety for the girls, while developing a supportive environment. Assist with data entry and program preparation for assigned site. Minimum commitment of 1 day a week for 10-12 weeks.

**Agency Mission:** "Inspiring all girls to be Strong, Smart and Bold!"
Goals

**Internship Program:** Goals

**Address:** 1170 N. La Palma Park Way
Anaheim, CA  92801

**Phone:** (714)956-4625

**Fax:** (714)533-2806

**E-Mail:** goals.michael@gmail.com

**Website:** www.goals.org

**Supervisor:** Michael Wendel

**Phone:** (714)956-4625

**Fax:** (714)533-2806

**E-Mail:** goals.michael@gmail.com

**Website:** www.goals.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
- Mentoring Youth
- Health Issues
- Counseling Services
- Administrative/Computers

**Description of Internship:**
The GOALS population served is youth ages 6-19 from economically depressed areas. Most youngsters are Latino. Almost all are Spanish/English bilingual. Spanish helpful not required to intern with GOALS. Boys and girls participate – about 80% boys, 20% girls. The headquarters are based in central Anaheim (about 5 minutes from Cal. State Fullerton Campus). GOALS operates from several major facilities and many area schools and recreation/community centers. Major facilities include the GOALS Garden indoor recreation center in Anaheim, Anaheim ICE arena in Anaheim, the GOALS Headquarters in Anaheim, Pearson Park Tennis Center in Anaheim and the Ray and Joan Kroc Center in San Diego. Approximately 2,000 youngsters participated annually in GOALS. All services are provided at no charge to youngsters. GOALS is heavily supported by the Walt Disney Company and as a not for profit organization also receives support from other foundations, government agencies, other corporations, and members of the general public. Each year many student interns have enjoyed various types of internships with GOALS. Several options are available. GOALS seeks to match an intern's strengths and interest with program needs as best possible.

**PAID INTERNSHIPS:** Yes - W/Americorps/VISTA 1 YR Commitment

**Administrative Program Support Internship:**
The intern will support the Administrative Coordinator with all GOALS administrative duties. This support will include:
- Data entry supporting daily activities
- Updating daily curriculum for academic sessions
- Producing flyers and reminders for GOALS participants
- Updating information data base for the GOALS video Library
- Reviewing participant registration forms and volunteer applications and file accordingly
- Correct daily quizzes and enter quiz score accordingly

**General Operations Internships:**
- Assist with team coaching, leadership
- Mentor youth ages 6 to 19
- Assist with GOALS Curriculum in neighborhood centers & schools
- Assist with managing daily program needs, equipment, bus fleet chaperone, etc.
- Skills in sports helpful not essential – can support off field and off rink operations

**A+ Opportunity Academy (morning internships):**
- Help teach morning academy which includes lessons, tutoring, film studies and sports
- Tennis component once weekly – some tennis skills helpful but not essential
- Light administrative duties associated with internship
- Opportunity to "run the show" with groups of 10 to 20 youngsters – great field experience

**GOALS Cadets "Summer of Service" Leadership Internships:**
- Lead platoon of summer teen GOALS Cadets in community service activities
- Mentor teens on work and social discipline
- Help organizations such as VA Hospital, OC Food Bank, Area Schools for disabled
- Teach valuable job and life skills to volunteers teen GOALS Cadets
Goals

Resource Development/Fundraising Internships:
• Assist in identifying fundraising/grantwriting opportunities
• Assist in seasonal fundraising efforts such as “Roll For GOALS” roll-a-thon event
• Work with pro hockey teams and leagues to support GOALS “diversity” efforts
• Prepare letters and mailers to thank supporters or solicit new help
• Participate in other resource capacity building team meetings and outreach efforts

Agency Mission:
GOALS is all about creating opportunities for children to grow through ambitious & fun activities which combine to build self-esteem, improve discipline, teach values, encourage social interactions & create a better community. The program is targeted in an area's most distressed neighborhoods & is offered year-round at no cost to underserved children ages 6 to 19 yr. old. GOALS is designed with three major activity components, which are athletics, learning, and community service. The program is committed to long-term youth training, career counseling & referrals. GOALS works in various partnerships with other public, private & not-for-profit entities. The program is largely concentrated in Anaheim but has several organized communities in the City of Placentia and San Diego. For those interns looking for a more intensive experience developing not for profit leadership skills, GOALS has 1-year opportunities with AmeriCorps/Vista and may have openings that could follow a successful student internship with the program.
Goodwill of Orange County

Internship Program: **Supported Employment**

Address: 410 North Fairview St.
Santa Ana, CA 92703

Phone: (714)547-6308 x348
Fax: (714)541-6531

Supervisor: Manny Vallejo
E-Mail: mannyv@ocgoodwill.org
Website: http://ocgoodwill.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 7:15 am - 4:00 pm

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

Description of Internship:
Goodwill works to secure private sector jobs for clients with disabilities. The Supported Employment program offers both short and long term on the job assistance for clients who need intensive, individualized support to obtain and maintain employment.

Intern duties may include:

1. Job coaching developmentally disabled adults (clients) with supervision
2. Assist clients in basic life skills as needed, including personal grooming and hygiene, behavior and social skills
3. Maintain and complete reports and documentation
4. Assist with administrative duties
5. Teach clients how to access and ride the public bus with supervision
6. Perform assessments to determine the employability of a client with supervision
7. Attend and participate in counseling sessions with case managers, instructors, counselors, and social workers
8. Assist in job search for developmentally disabled adults with supervision

Agency Mission: Goodwill is in the business of helping people who are facing barriers, get and keep jobs which provides purpose, pride and dignity. We believe the power of work changes lives.
**Grace Immanuel Ministries**

**Internship Program:** Outreach Program

**Address:**
2521 N. Grand Ave., #B
Santa Ana, CA 92705

**Phone:** (714)532-2526

**Fax:** (714)541-8391

**Supervisor:** Grace Womanck, MSW

**E-Mail:** grace@gimfrc.org

**Website:** www.graceimmanuelministries.org

**Paid Internships Available:** No

**Background Clearance:** No

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

**Description of Internship:**

PURPOSE: Assist disenfranchised individuals and families toward self-sufficiency while utilizing cultural sensitivity for diverse populations. Provide direction and support for individuals struggling with substance abuse, parenting, and job retention/readiness skills. Research and write grants to obtain and maintain financial resources to sustain program offerings.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Liaison for agencies and businesses in the community for gift-in-kind and volunteer support
- Schedule appointments for life skills classes
- Provide Case Management for low-income individuals and families
- Provide office clerical assistance as needed
- Assist with planning and development of self-help groups
- Provide crisis intervention and referrals to appropriate resources
- Set up database of clients and volunteers

MINIMUM QUALIFICATIONS REQUIRED TO SUCCESSFULLY PERFORM THE JOB:

- Bachelor level student in Human Services Field
- Knowledge of substance abuse
- Cultural sensitivity
- Ability to be empathic and understanding of needs of others
- Dependable, committed to completing program

PHYSICAL REQUIREMENTS

Individual must be able to sit and/or walk for approximately 60% of the position and be able to lift approximately 25 pounds.

**Agency Mission:**
Our mission is to reach out to disenfranchised individuals through the provision of shelter referrals, and life skills classes (e.g., Anger and Conflict Management, Parenting, 12-Step Support Group/Relapse Prevention) that assist individuals and families as they move toward self-sufficiency.

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

**Background Clearance:** No

**Through this Internship, Students Gain Experience With:**
- Housing referrals

**Description of Internship:**

PURPOSE: Assist disenfranchised individuals and families toward self-sufficiency while utilizing cultural sensitivity for diverse populations. Provide direction and support for individuals struggling with substance abuse, parenting, and job retention/readiness skills. Research and write grants to obtain and maintain financial resources to sustain program offerings.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Liaison for agencies and businesses in the community for gift-in-kind and volunteer support
- Schedule appointments for life skills classes
- Provide Case Management for low-income individuals and families
- Provide office clerical assistance as needed
- Assist with planning and development of self-help groups
- Provide crisis intervention and referrals to appropriate resources
- Set up database of clients and volunteers

MINIMUM QUALIFICATIONS REQUIRED TO SUCCESSFULLY PERFORM THE JOB:

- Bachelor level student in Human Services Field
- Knowledge of substance abuse
- Cultural sensitivity
- Ability to be empathic and understanding of needs of others
- Dependable, committed to completing program

PHYSICAL REQUIREMENTS

Individual must be able to sit and/or walk for approximately 60% of the position and be able to lift approximately 25 pounds.

**Agency Mission:**
Our mission is to reach out to disenfranchised individuals through the provision of shelter referrals, and life skills classes (e.g., Anger and Conflict Management, Parenting, 12-Step Support Group/Relapse Prevention) that assist individuals and families as they move toward self-sufficiency.
Internship Program: **Case Management**  
Address: 174 W. Lincoln Ave #541  
Anaheim, CA 92805  
Phone: (714)558-8600  
Fax: (714)558-8613  
Supervisor: Gigi Zanganah  
E-Mail: gigi@grandmashouseofhope.org  
Website: grandmashouseofhope.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  
- Elderly Services  
- Substance Abuse  
- Recreation Programs  
- Health Issues  
- Counseling Services  
- Administrative/Computers  
- Person w/ Disabilities  
- Victim Assistance  
- Women's Transitional Housing  
- Low-Income Families  
- Other:  

**Description of Internship:** Intern will work directly with our GHH Case Manager in the daily operations of the in-office side of our Transitional Housing Program.  

Duties and learning opportunities include but are not limited to:  

- Organizing client files.  
- Learning how to and completing client intakes.  
- Helping to evaluate client's progress in the program.  
- Drafting success stories to ultimately be presented to the Board of Directors and for community relations.  
- Learn to write case notes.  
- Provide resources and referrals to outside agencies.  
- Assisting with any tasks delegated by Case Manager.  

For more information and to apply, go to www.GrandmasHouseofHope.org/intern-and-volunteer-  

**Agency Mission:** We provide compassionate and uplifting transitional care for women in crisis and hungry children in Orange County.
**Grandma’s House of Hope**

**Internship Program:** **Child Development/Health & Nutrition Intern**

**Address:** 174 W. Lincoln Ave #541
Anaheim, CA 92805

**Phone:** (714)606-1436

**Fax:** (714)558-8613

**Supervisor:** Tobi Aclaro

**E-Mail:** tobi@grandmashouseofhope.org

**Website:** grandmashouseofhope.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 1PM-6PM

**Description of Internship:** Students interested in early-childhood (K-12) development or health and wellness are welcomed! Interns will be able to apply their theoretical learnings to child play and nutrition, tutoring and mentoring practices as well as gain an introduction to workshop development and education planning. Interns will tutor children at our HopeWorks Education and Enrichment Center (HWEEC), for a low-income family community in west Anaheim. Interns will work one-on-one or in small groups with children and sometimes be involved with parent activities. LiveScan is required for this position. Duties include but are not limited to:

- Mentoring/tutoring K-12 children with their homework
- Teaching/Facilitating: nutrition, health, wellness, exercise, art and craft projects
- Writing workshops and providing other educational opportunities
- Assisting with business administration projects such as recordkeeping

**Agency Mission:** We provide compassionate and uplifting transitional care for women in crisis and hungry children in Orange County.

**Through this Internship,**

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

**Students Gain Experience With:**
- **Families/Couples**
- **Substance Abuse**
- **Recreation Programs**
- **Low-Income Families**
- **Transitional Housing**

**E-Mail:** tobi@grandmashouseofhope.org

**Website:** grandmashouseofhope.org

**Background Clearance:** Yes

**Revised:** 11/19/2015 15-16
# Grandma’s House of Hope

**Internship Program:** Workforce Development

**Address:** 174 W. Lincoln Ave #541
Anaheim, CA 92805

**Phone:** (714)558-8600

**Fax:** (714)558-8613

**Supervisor:** Michael Shepherd

**E-Mail:** info@grandmashouseofhope.org

**Website:** grandmashouseofhope.org

**Paid Internships Available:** No

**Background Clearance:** No

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<table>
<thead>
<tr>
<th>Through this Internship</th>
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<tbody>
<tr>
<td>✓ Children/Youth</td>
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<tr>
<td>✓ Health Issues</td>
<td>✓ Tutoring Services</td>
</tr>
<tr>
<td>✓ Counseling Services</td>
<td>✓ Person w/ Disabilities</td>
</tr>
<tr>
<td>✓ Administrative/Computers</td>
<td>Other: Victim Assistance, Women’s Transitional Housing, Low-Income Families</td>
</tr>
</tbody>
</table>

**Description of Internship:**
Interns will learn the processes of career and life-skills coaching and receive an introduction to counseling as they experience hands-on cases and help to improve client situations through HopeWorks!, Grandma’s House of Hope’s workforce development program.

Interns will be working one-on-one or in small groups with women of the transitional living program or adults of low-income families at our HopeWorks! community center (HWEEC) or “motel families” to assist with empowerment, education and the job search.

Duties include but are not limited to:

- Teaching/ Facilitating
- Life skills/Citizenship process
- English as a Second Language (ESL)
- Computer skills
- Job searching skills
- College/Certification/GED or HS Diploma/Financial Aid process and homework
- Writing workshops
- Interviewing skills
- Educational opportunities and more

**Agency Mission:** We provide compassionate and uplifting transitional care for women in crisis and hungry children in Orange County.
**H.I.S. House (Homeless Intervention Shelter)**

**Internship Program:** Administrative Support

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

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

**Supervisor:** Carrie Buck

**E-Mail:** Carrie.HisHouse@gmail.com

**Website:** www.hishouseplacentia.org

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

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

**Description of Internship:**

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

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

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

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

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

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

**Other Hours:**

**Address:** Placentia, CA 92871

**Supervisor:** Carrie Buck

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

**Website:** www.hishouseplacentia.org

**Background Clearance:** No

**Revised:** 11/19/2015 15-16
H.O.W. HOUSE

Internship Program: **Addiction Severity Index**

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

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

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

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

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

**Other Hours:** M-F 10 am-4pm (flexible)

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:**

The intern will assist residents by administering the addiction severity index (ASI) - a structured clinical interview designed to collect all the information needed at intake to be able to develop an appropriate treatment plan for an individual seeking substance abuse treatment. They will conduct a survey comparing the scores on the ASI with the length of stays of residents after discharge.

They will assist in creating an agency specific referral manual based on the typical needs identified in a minimum of ten ASI interviews. And, they will assist in follow-up calls to residents one, three, six, nine, and twelve months after discharge to assess their progress. The person(s) interested in this position will have empathy and a desire to work with people with disabilities as well as good people skills. This position will give the intern an intimate picture of the affects of chemical dependency on the individual and the varying paths of addiction.

**Agency Mission:**

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

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

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

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

**Supervisor:** Mark Scott

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

**Website:** www.howhouse.org

**Paid Internships Available:** No

**Background Clearance:** Yes

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

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

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

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

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

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

**Internship Program:** H.O.W. HOUSE  
**Address:** 14100 1/2 Glengyle St.  
**Whittier, CA  90604**  
**Phone:** (562)777-1222  
**Fax:** (562)906-1222  
**Supervisor:** Mark Scott  
**E-Mail:** howhouse@earthlink.net  
**Website:** www.howhouse.org  
**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)  
**Other Hours:** M-F 10am - 4pm

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

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

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

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

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Non-Profit Development Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>981 N. Euclid St.</td>
</tr>
<tr>
<td></td>
<td>La Habra, CA 90631</td>
</tr>
<tr>
<td>Phone:</td>
<td>(562)694-5655 x 103</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)694-5657</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Jason Cecil</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:jcecil@hbic.org">jcecil@hbic.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.hbic.org">www.hbic.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>No</td>
</tr>
</tbody>
</table>

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

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

| Other Hours: | M-F 8:30 am - 4:00 pm |

<table>
<thead>
<tr>
<th>Through this Internship.</th>
<th>☑ Children/Youth</th>
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</thead>
<tbody>
<tr>
<td>Students Gain Experience With:</td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
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<td>☐</td>
</tr>
<tr>
<td>Health Issues</td>
<td>☐</td>
</tr>
<tr>
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<td>☐</td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>☐</td>
</tr>
<tr>
<td>Recreation Programs</td>
<td>☐</td>
</tr>
<tr>
<td>Person w/ Disabilities</td>
<td>☐</td>
</tr>
<tr>
<td>Administrative/Computers</td>
<td>☑</td>
</tr>
</tbody>
</table>

| Other: | Person with Disabilities |

| Agency Mission: | To provide programs of academics, physical development, communication, independence and vocational training to individuals with multiple disabilities, all-the-while providing support to their families |

| Revised: | 11/19/2015 15-16 |
Community Resource Coordinator

**Bi-lingual Spanish/English REQUIRED**

Duties and responsibilities:

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

Agency Mission:
Our goal is to contribute to the improved health and well-being of our local community. The purpose of the mental health and psychotherapy programs is to improve an individual's level of happiness, level of satisfaction, and functioning of life.
Hope House Inc.

Internship Program: **Intake Intern**

Address: 707 N. Anaheim Blvd.
Anaheim, CA 92805

Phone: (714)776-7490 x404 or x402
Fax: (714)776-8650

Supervisor: Nay Ung or Cathy Stills

E-Mail: nung@hopehouseoc.com
Website: www.hopehouseoc.com

Paid Internships Available: No

Background Clearance: Yes

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

Other Hours:

Through this Internship, students gain experience with:
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services
- Administrative/Computers

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

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

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

**2 semester commitment is highly preferred.**

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

Internship Program: Social Adjustment Services

Address: 14180 Beach Blvd, Suite 120
Westminster, CA 92683

Phone: (714)537-0608 x313
Fax: (714)537-7606

Supervisor: Sheri Hufford
E-Mail: sherihufford@horizonccc.org
Website: www.horizonccc.org

Paid Internships Available: No

Background Clearance: Yes

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

Other: Information & Referral resource development; Outreach and community education; Small group facilitation

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

Interns will be trained:

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

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

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

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

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

Revised: 11/19/2015
Hospice Touch Intern

Address: 3401 W. Sunflower Ave. Suite 100
Santa Ana, CA  92804
Phone: (888)327-1936
Fax: (714)327-0151
Supervisor: Jessica Geer
E-Mail: jgeer@healthessentials.com
Website: www.hospicetouch.com

Paid Internships Available:  No
Background Clearance: Yes

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

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

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

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

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

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

Revised: 11/19/2015  15-16
### Internship Program: After School Programming

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

**Phone:** (323) 260-2211
**Fax:** (323)261-6803
**Supervisor:** Jeanette Montano
**E-Mail:** jeanne.montano@hacola.org
**Website:** www.lacdc.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>☑ Children/Youth</td>
<td>☐ Families/Couples</td>
</tr>
<tr>
<td>☐ Elderly Services</td>
<td>☐ Substance Abuse</td>
</tr>
<tr>
<td>☐ Health Issues</td>
<td>☐ Counseling Services</td>
</tr>
<tr>
<td>☑ Tutoring Services</td>
<td>☑ Recreation Programs</td>
</tr>
<tr>
<td>☑ Person w/ Disabilities</td>
<td>Other:</td>
</tr>
</tbody>
</table>

#### Description of Internship:

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

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

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

#### Hours Interns Can Work:

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

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

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### Agency Mission:

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

**Internship Program:** Program Specialist/Tutor

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

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

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

**Supervisor:** Jeanette Montano

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

**Website:** www.lacdc.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Internship Program:** Program Specialist/Tutor

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

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

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

**Supervisor:** Jeanette Montano

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

**Website:** www.lacdc.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Through this Internship,**

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

**Students Gain Experience With:**

- **Families/Couples**
- **Recreation Programs**
- **Event planning,**
  - **Community Outreach**

**Description of Internship:**

Responsibilities Include:

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

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

**Benefits Include:**

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

**Agency Mission:**

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

---

**Hours Interns Can Work:**

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

**Other Hours:**

M-TH, 2:00 - 6:00 pm and FRI 2-5 pm.
Summer: M-F 12-5 PM.
Resident Services, Resource Development/Outreach Intern

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

Phone: (323)260-2211
Fax: (323)261-6803

Supervisor: Jeanette Montano
E-Mail: jeanette.montano@hacola.org
Website: www.lacdc.org

Paid Internships Available: No
Background Clearance: Yes

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

Description of Internship:

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

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

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

Workforce & College Information Referral Program

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

Paid Internships Available: No
Background Clearance: Yes

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

Description of Internship:

Responsibilities Include:

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

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

Annual Cash for College Event:
Under the direction of the RS Coordinator, will take the lead in organizing the 2012 Cash for College Event at Maravilla, included but not limited to
- Working with Outreach Specialist to obtain volunteers; provide direction to volunteers
- Organizing logistics
- Obtaining information to be presented
- Outreach and resident sign up

Work Source Referral:
Will assist the RS Coordinator with the Work Source Partnership by providing resident referrals to work source center
- Maintain positive and professional work relationship with center staff
- Promote referral service to residents; speak at meetings, develop and distribute flyers
- Meet individually with residents to complete referral form and connect with work source center
- Ensure that enrollment forms are completed and turned in to RS Coordinator in timely manner
Take the lead in coordinating ongoing work source orientations and intakes on site periodically throughout the year
*This internship is preferred for 2 consecutive semesters- Fall & Spring

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

Internship Program: Workforce & College Information Referral Program

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

Other Hours: ☑ M-F 8am-6pm

E-Mail: jeanette.montano@hacola.org
Website: www.lacdc.org

Background Clearance: Yes

Revised: 11/19/2015 15-16
### Housing with HEART

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Corporate Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>17701 Cowan Ste. #200</td>
</tr>
<tr>
<td></td>
<td>Irvine, CA 92614</td>
</tr>
<tr>
<td>Phone:</td>
<td>(949)263-8676 x122</td>
</tr>
<tr>
<td>Fax:</td>
<td>(949)263-0647</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Natasha Bolden</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:nbolden@jamboreehousing.com">nbolden@jamboreehousing.com</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.jamboreehousing.org">www.jamboreehousing.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
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<td>Background Clearance:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

**Other Hours:** M - SAT (5:00 - 8:00 pm)

<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>
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<td>Recreation Programs</td>
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</tr>
<tr>
<td></td>
<td>Health Issues</td>
<td>Counseling Services</td>
<td>Administrative/Computers</td>
<td></td>
</tr>
</tbody>
</table>

**Description of Internship:**

Working under the supervision of the HwH Manager, interns at our corporate office will:
- Assess and analyze neighborhood needs and identify community-based barriers to development
- Create information and referral bridges to access community resources
- Research and develop community-based residential programs
- Help facilitate resident meetings and staff strategy sessions
- Create program materials such as instructional guides, flyers, newsletters and brochures

**INTERNS WILL LEARN:**
- About issues concerning lower-income people of all ages
- Program planning, development, and implementation
- How to assess and improve community-based resources

**Agency Mission:**

Housing with Heart runs the resident services programs at 40 properties across California, including 10 in Orange County. Our staff serves thousands of families and individuals with programs and activities that include: after-school programs, computer training, financial literacy, resource referrals, ESL classes, sports, cooking classes, and various social activities. Housing with Heart is associated with the Jamboree Housing Corporation, a non-profit developer of affordable housing based in Irvine. The vast majority of the families who live in our buildings are considered lower-income, earning 80% or less of the area median income.
Internship Program: **Multifamily Community**

Address: 17701 Cowan Ste. 200
Irvine, CA 92614

Phone: (949)263-8676 x122
Fax: (949)263-0647

Supervisor: Cruz Avila
E-Mail: cavila@jamboreehousing.com
Website: www.jamboreehousing.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  [X] Recreation Programs  Other: Information and referral/advocacy

[ ] Health Issues  [X] Counseling Services  [ ] Administrative/Computers

Description of Internship:

Working under the supervision of professional staff, interns at our multi-family housing community will:

- Help create and implement residential services in a local community in need of them
- Identify and assess both individual and community needs
- Work with individual residents as a resource and referral manager
- Interface as appropriate with governmental and other non-profit agency representatives
- Research community programs, and help create connections amongst social service providers

INTERNS WILL LEARN:

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

Agency Mission:

Housing with Heart runs the resident services programs at 40 properties across California, including 10 in Orange County. Our staff serves thousands of families and individuals with programs and activities that include: after-school programs, computer training, financial literacy, resource referrals, ESL classes, sports, cooking classes, and various social activities. Housing with Heart is associated with the Jamboree Housing Corporation, a non-profit developer of affordable housing based in Irvine. The vast majority of the families who live in our buildings are considered lower-income, earning 80% or less of the area median income.
Internship Program: **Senior Program**  
**Address:** 17701 Cowan Ste. 200  
Irvine, CA 92614  
**Phone:** (949)263-8676 x122  
**Fax:** (949)263-0647  
**Supervisor:** Cruz Avila  
**E-Mail:** cavila@jamboreehousing.com  
**Website:** www.jamboreehousing.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  
☐ Families/Couples  
☐ Tutoring Services  
☐ Substance Abuse  
☐ Recreation Programs  
☐ Health Issues  
☐ Counseling Services  
☐ Administrative/Computers  
☐ Person w/ Disabilities  
Other: Information and referral/Advocacy

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

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

**Agency Mission:**  
Housing with Heart runs the resident services programs at 40 properties across California, including 10 in Orange County. Our staff serves thousands of families and individuals with programs and activities that include: after-school programs, computer training, financial literacy, resource referrals, ESL classes, sports, cooking classes, and various social activities. Housing with Heart is associated with the Jamboree Housing Corporation, a non-profit developer of affordable housing based in Irvine. The vast majority of the families who live in our buildings are considered lower-income, earning 80% or less of the area median income.
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, Domestic Violence, Domestic Violence, Domestic Violence

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

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

Agency Mission: To help battered women, their families and our community break the cycle of domestic violence.
**Human Options**

**Internship Program:** **Hotline and Case Management**

| Address: | P.O. Box 53745  
Irvine, CA  92619 |
| Phone: | 949-854-0180 ext 318 |
| Fax: | (949)509-0862 |
| Supervisor: | Yvette Visconte |
| E-Mail: | YJVisconte@HumanOptions.org |
| Website: | www.humanoptions.org |

**Paid Internships Available:** No

**Background Clearance:** Yes

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

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

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

**Description of Internship:**

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

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

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

**Agency Mission:** To help battered women, their families and our community break the cycle of domestic violence.
Illumination Foundation

Internship Program: **Child Supervision Intern**

Address: 7855 Katella Ave.
Stanton, CA 90680

Phone: (949)273-0555 X 204
Fax: (888)517-7123

 Supervisor: Sinae Bang
E-Mail: sbang@ifhomeless.org
Website: www.ifhomeless.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship: ✓Children/Youth ✓Families/Couples ✓Tutoring Services ✓Person w/ Disabilities
Students Gain Experience With: No Elderly Services No Substance Abuse ✓Recreation Programs Other: homelessness

Description of Internship:

**DESCRIPTION OF INTERNSHIP:** The Child Supervision Intern is reliable, encouraging and excited about making an impact in the lives of children. The most important aspects of child supervision are engagement and mentorship. You will serve as a positive role model while parents in our program attend case management/resource group sessions.

**KEY RESPONSIBILITIES:**
- Assist the Associate Manager of Operations and IF Staff in the oversight of the children’s room
- Ensure children are in a safe environment
- Engage with the children by settling them into an enrichment activity and communicate expectations to them.
- Aid children in enrichment activities (i.e. assisting with cutting, passing out supplies, gluing, tidying up)
- Refrain from excess physical contact with children

Time Commitment: Minimum of two days per week (Monday and Thursday) for 2 hours (Monday 4pm-6pm) (Thursday 3pm-5pm). For a minimum of 3 months

Qualifications: Must be comfortable caring for children between the ages of 2-12. Dependability, a pleasant manner, patience and a positive attitude! Must complete a Live Scan if over the age of 18. Prior experience in Child Development, teaching and mentoring is a plus.

Support: Training for this position will be provided. In addition, Illumination Foundation staff will be available for questions and assistance. Volunteers are not expected to discipline children, accompany them to the bathroom, change diapers, or apply first aid.

Dress Code: Business casual. Please no tight fitting or revealing clothing.

Agency Mission:

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

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

**Phone:**
(949)273-0555 X 204

**Fax:**
(888)517-7123

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

**Website:**
www.ifhomeless.org

**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:**
SA Location: M-F 2:45 - 6:00 PM; W 1:45 - 6:00 PM
Stanton: M-F 3:00 - 6:00 PM; TH 1:30-6:00 PM

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

**Description of Internship:**

**OTHER LOCATION IN STANTON**
8920 Pacific Ave., Stanton, CA

The Children's Resource Center Intern is reliable, encouraging and excited about making an impact in the lives of children. You will serve as a positive role model in an after-school tutoring environment. Our volunteers will directly assist the students' with their homework as well as participate as a leader in group games and activities.

**KEY RESPONSIBILITIES:**

- Assist students with their homework, serve as a positive role model and mentor
- Take initiative and engage with children in an uplifting and encouraging manner
- Encourage students to stay on task if doing an indoor activity; encourage teamwork if playing outside
- Assist the IF Staff in the oversight of the classroom including setting up for enrichment activities, tidying up, organizing bookshelves, etc.

**Time Commitment:** Minimum of one day per week (Monday - Friday) for 3 hours (3pm-6pm) for a minimum of 3 months

**Qualifications:** Must be comfortable engaging with children between the ages of 5-12. A pleasant manner, dependability, patience and a go-getter attitude! Must have successfully cleared a Live Scan if over the age of 18.

**Support:** Training for this position will be provided. In addition, Illumination Foundation staff will be available for questions and assistance. Interns are not expected to discipline children, accompany them to the bathroom or apply first aid.

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

**SECOND LOCATION** 11111 Bloomfield Ave., Santa Fe Springs, CA 90670

DESCRIPTION OF INTERNSHIP: The Resource Developer Intern is dependable, compassionate and excited about making an impact in the lives of homeless men, women and children in our community. This position will directly assist our Case Managers and Family Therapists by researching local resources and unique needs for our clients.

KEY RESPONSIBILITIES:

- Research local resources for clients with special or unique needs through internet searches, phone calls or our resource books
- Make agency phone calls on behalf of a client in order to advocate for their needs
- Update and maintain the pamphlets and informational material inside of the community resource binder – keep this reference organized and relevant
- Work closely with our Case Managers and IF staff in discovering local resources in our community

Responsible to: Manager of Program Operations

Time Commitment: Minimum of one day per week (Monday-Friday). For a minimum of 3 months

Qualifications: Intermediate knowledge of internet searching and confidence on the phone. Dependability, patience and a positive attitude! Must be 18+ years old and have cleared a Live Scan.

Support: Training for this position will be provided. In addition, Illumination Foundation staff will be available for questions and assistance.

Dress Code: Business Casual

### Internship Program: Resource Developer Intern

| Address: 7855 Katella Ave. Stanton, CA 90680 | Interns Can Work: |
| Phone: (949)273-0555 X 204 | M-F Regular Business Hrs (9am-5pm) |
| Fax: (888)517-7123 | M-F Evenings (5pm-10pm) |
| Supervisor: Sinae Bang | M-F Nights (10pm-9am) |
| E-Mail: sbang@ifhomeless.org | Weekend days (9am-5pm) |
| Website: www.ifhomeless.org | Weekend evenings (5pm-10pm) |
| Paid Internships Available: No | Weekend nights (10pm-9am) |
| Background Clearance: Yes | Academic year only (Aug/Sept-May/June) |

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

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

### 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:**

Our mission is to provide targeted, interdisciplinary services for the most vulnerable homeless clients to break or prevent the cycle of homelessness.
**La Habra Family Resource Center**

**Address:** 301 W. Las Lomas Dr.
La Habra, CA 90631

**Phone:** (714)447-3460

**Fax:** (714)447-3753

**Supervisor:** FRC Coordinator

**E-Mail:** hacevez@frclahabra.org

**Website:** www.frclahabra.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Through this Internship, Students Gain Experience With:**
- [✓] Children/Youth
- [✓] Families/Couples
- [✓] Health Issues
- [✓] Counseling Services
- [✓] Elderly Services
- [✓] Substance Abuse
- [✓] Counseling Services
- [✓] Administrative/Computers
- [ ] Tutoring Services
- [ ] Recreation Programs
- [ ] Person w/ Disabilities
- Other: [✓] Case Management,
  [✓] Family Advocacy
  [✓] Information & Referral
  [✓] Resources

**Other Hours:**

**Description of Internship:**

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

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

**Agency Mission:**

La Habra Family Resource Center strives to provide a comprehensive family centered support system, in collaboration with community resources, that can respond to the emotional, social, academic and cultural well-being of children and families.
**Kinship Center - Tustin**

**Internship Program:** Kinship Center Clinic/Camp to Belong  
**Address:** 18302 Irvine Blvd. #300  
Tustin, CA 92780  
**Phone:** (714)881-8659  
**Fax:** (714)881-8659  
**Supervisor:** Cynthia Roe, LCSW  
**E-Mail:** croe@kinshipcenter.org  
**Website:** www.kinshipcenter.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: Foster youth, adoption services, and case management  
- Health Issues  
- Counseling Services  
- Administrative/Computers

**Description of Internship:**  
NOTE: THIS INTERNSHIP IS NOT AVAILABLE IN THE FALL 2011 SEMESTER. Check back in Spring 2012 semester.

**RESPONSIBILITIES:**  
Internship will be combined with the clinic (children's mental health) and Camp to Belong (organization provides a 5-day camp experience for children separated from their siblings in foster care, adoption or relative care). The intern will be assigned cases (2 minimum) in which he/she will provide individual/family services to clients (in-home) presenting with psychiatric diagnoses, behavioral and emotional challenges and family conflict.

In addition, the intern will be trained and conduct structured developmental screenings of clients, age 4 mos. - 5 years. In the Camp to Belong aspect of the internship, the intern will provide support to Director by helping to organize camper referral info, interface with social workers and caregivers, meet with potential campers and support preparation for camp.

**REQUIREMENTS:** A vehicle, proof of insurance, and DMV clearance will be required.  
**Mileage reimbursement of 50 cents/mile.**

**Agency Mission:** Committed to the core belief that every child deserves a family, Kinship Center provides the full spectrum of family-centered support to strengthen the families and communities we serve.
La Habra United Methodist Preschool

Internship Program: Teacher Aide

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

Phone: (562)691-9615

Fax:

Supervisor: Sandra Cram

E-Mail: LHUMP@LaHabraPreschool.org

Website:

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

Other:

Description of Internship:

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

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

Agency Mission: Our mission is to help children reach their maximum potential through creative play.

Hours Interns Can Work:

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

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

Revised: 11/19/2015 15-16
La Mirada Volunteer Center

Alternate Sentencing Internship

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

Paid Internships Available: No
Background Clearance: No

Internship Program:

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

Other Hours:

Through this Internship, Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Counseling Services
- Administrative/Computers
- No
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Recreational Programs

Description of Internship:

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

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

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

Length of internship:

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

Agency Mission:

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

hacevez@frclahabra.org; sbrowne@kinshipcenter.org; sgerber@chcada.org; mimi.frick@lamirada.org;

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

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

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

**Agency Mission:**

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

Internship Program: Courthouse Advocacy Project
Address: 999 Corporate Dr., Ste. 225
          Ladera Ranch, CA  92694
Phone:  (949)361-3775
Fax:    (949)361-3548
Supervisor: Adam Dodge
E-Mail:  adodge@laurashouse.org
Website: www.laurashouse.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Children/Youth
- Elderly Services

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

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

Essential Job Functions:

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

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

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

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

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

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

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

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

Internship Program: **STARS**

Address: 1903 Santa Fe Ave.
Long Beach, CA 90810

Phone: 562-983-1777 x2107
Fax: 562-983-0053

Supervisor: Sandy Annino
E-Mail: Annino.Sandy.m@jobcorps.org
Website: www.longbeach.jobcorps.gov

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
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:

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

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

TUTORS

Tutoring help provide many benefits to Job Corps students who receive tutoring:

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

TUTOR QUALIFICATIONS

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

Agency Mission:

The Long Beach Job Corps Center is a primarily residential career development program whose mission is to:

* Attract eligible young adults
* Involve them in career development services system which begins prior to enrollment and continues through post-center services
* Assist them in acquiring the skills they need to achieve their career goals and live independently
* Support them in entering and remaining in meaningful jobs of further education.
MADD, Orange County

Internship Program: **Office Administration**

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

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

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

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, students gain experience with:
- Children/Youth
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs
- Other: Victim Assistance
- Administrative/Computers

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

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

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

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

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

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

Agency Mission: MADD’s mission is to stop drunk driving, and to assist the victims of this violent crime. To accomplish such a mission, we need to have people out in the community, participating in activities that make a difference.
**Public Awareness**

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

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

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

**Supervisor:** Tiffany Townson

**E-Mail:** tiffany.townson@madd.org

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

**Paid Internships Available:** No

**Background Clearance:** Yes

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

**Description of Internship:**

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

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

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

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

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

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

**Agency Mission:**

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

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

**Phone:** 714-530-7617

**Fax:** 714-530-7908

**Supervisor:** Claudia Valdivia-Alvarez

**E-Mail:** claudiav@ci.garden-grove.ca.us

**Website:** http://www.ci.garden-grove.ca.us/internet/mag

**Paid Internships Available:** No

**Background Clearance:** Yes

**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 9am - 6pm

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

☐ Elderly Services ☐ Substance Abuse ☐ Recreation Programs Other: Case management

☐ Health Issues ☑ Counseling Services ☑ Administrative/Computers

**Description of Internship:**

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

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

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

**Agency Mission:** The Vision is "Building healthy communities one family at a time."

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

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

Phone: 714-573-9474 x 225
Fax: 714-689-0985

Supervisor: Marissa Euperio
E-Mail: meuperio@wishocie.org
Website: http://www.ocie.wish.org

Paid Internships Available: No
Background Clearance: Yes

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

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

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

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

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

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Undergraduate Intern Program</strong></th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td>812 Town &amp; Country Road</td>
</tr>
<tr>
<td></td>
<td>Orange, CA 92868</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714) 547-6494 ext. 233</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714) 547-9990</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Rhonda Foley</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:rfoley@mariposacenter.org">rfoley@mariposacenter.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.mariposacenter.org">http://www.mariposacenter.org</a></td>
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<tr>
<td>Paid Internships Available:</td>
<td>No</td>
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<tr>
<td>Hours Interns Can Work:</td>
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<td>Academic year only (Aug/Sept-May/June)</td>
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<td>Other Hours:</td>
<td>Mon. to Thur. 9:00am to 9:00pm; and Fri-Sat. 9am-5pm</td>
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<tr>
<td>Other:</td>
<td>Women/Substance Abuse; Psychoeducational and Process Groups</td>
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</table>

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

Students Gain Experience With:
- **Families/Couples**
- **Substance Abuse**
- **Counseling Services**
- **Administrative/Computers**
- **Women/Substance Abuse**
- **Psychoeducational and Process Groups**
- **Person w/ Disabilities**

Description of Internship:

**UNDERGRADUATE INTERNSHIP:**

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

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

Agency Mission:

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

**Club House**

**Address:** 822 Town and Country Road  
Orange, CA 92868

**Phone:** (714) 547-7559  
**Fax:** (714) 543-4431  
**Supervisor:** Edgar River  
**E-Mail:** erivera@mhaoc.org  
**Website:** www.mhaoc.org

**Internship Program:** Club House

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

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

**Other Hours:** Weekend Days: 12 Noon to 4pm

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

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

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

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

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

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

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

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

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

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<th>Internship Program:</th>
<th><strong>Hearing Advocate</strong></th>
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<td>822 Town and Country Road</td>
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<tr>
<td></td>
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<td>(714)543-4431</td>
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<tr>
<td>Supervisor:</td>
<td>Edvar Riviera</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:erivera@mhaoc.org">erivera@mhaoc.org</a></td>
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<th>Description of Internship:</th>
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<td>Interns fulfill a legally mandated role to ensure that involuntarily detained mentally ill patients have the opportunity to express their views regarding hospitalization. Interns review patients’ charts, interview patients, and attend probable cause hearings with patients. Weekly time commitment is negotiable.</td>
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| ***Knowledge of mental illness and/or law is preferred.*** |

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<tr>
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</tbody>
</table>
## Mental Health Association of OC

### Internship Program: Project Together Mentor Program

| Address: | 722 Town and Country Road  
Orange, CA 92868 |
| Phone: | 714-836-0355 x104 |
| Fax: | (714)836-0356 |
| Supervisor: | Monique Suarez |
| E-Mail: | suarez@mhaoc.org |
| Website: | www.mhaoc.org |
| Paid Internships Available: | No |

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

### Other Hours:
- School year hours after 2:30 PM
- Saturday hours available

### Description of Internship:
MHA-Project Together (MHA-PT) seeks responsible adults to serve as positive role models for children, youth and transitional age youth that are clients of the County of Orange Health Care Agency-Children and Youth Services. The youth’s therapist initiates a request for a mentor and agrees to make the mentor a part of the youth’s treatment team. Also the therapist will provide support and consultation to the mentor throughout the match.

MHA-PT mentors provide non-judgmental support and guidance to the youth and assist them to improve their self-esteem, communication, socialization, family and peer-relationships, and become more resilient and independent. Mentors will also work to enrich the youth’s life experiences through involvement in various activities within the community.

Mentors will be thoroughly screened and trained. Training follows nation-wide mentoring best practices with a focus on learning about youth that have emotional and or behavioral issues. MHA-PT Mentor Coordinators will supervise each mentor-client match and will work closely with the mentor to insure the match is progressing in a satisfactory manner and also to offer on-going consultation and training.

Each month MHA-PT hosts group outings that allow all mentors and clients to come together for group socialization experiences and provide a new learning experience for the youth. Outings include, kayaking, indoor rock climbing, hiking, cross-fit, yoga, museums and bowling, to name a few. MHA-PT covers expenses for group outings.

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

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

Internship Program: Homeless Prevention and Rapid Rehousing Program

Address: 1505 East 17th Street Suite 221
Santa Ana, CA 92705

Phone: (714) 836-7188 x 112
Fax: (714) 836-7901

Supervisor: Marissa Norys
E-Mail: marissan@mercyhouse.net
Website: http://www.mercyhouse.net

Paid Internships Available: No
Background Clearance: No

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

Description of Internship:

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

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

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

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

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

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

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

Agency Mission: To be the leader in ending homelessness by providing a unique system of dignified housing alternatives, programs and supportive services.
PROGRAM DETAILS: Our shelter Plus Care Program is a voucher program that provides housing assistance to previously homeless individuals. In order to qualify for this program, the client must have a mental health diagnosis, be HIV positive or have a chronic substance abuse history. Case managers must meet with clients on a monthly basis to ensure they are meeting program requirements and give them the resources they need to remain housed.

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

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

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

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

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

Paid Internships Available: No  
Background Clearance: No

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

**Other Hours:**

**Description of Internship:**

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

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

**Agency Mission:**  
The mission of MOMS is to help mothers and their families have healthy babies by offering health coordination, education, and access to community services.

**Revised:** 11/19/2015  15-16
Career and Transfer Services Intern

Address: 1100 N. Grand Ave.
Phone: (909) 274-6389
Fax:
Supervisor: Krystie Bybee
E-Mail: kbybee@mtsac.edu
Website: www.mtsac.edu
Paid Internships Available: No

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

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

Background Clearance: No

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

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

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

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

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

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

**Phone:** (909)594-5611 x5117
**Fax:** (909)468-4429

**Supervisor:** Mary Lange
**E-Mail:** mslange@mtsac.edu
**Website:** www.mtsac.edu

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

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

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

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

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

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

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

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

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

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**Agency Mission:**

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**Revised:** 11/19/2015 15-16 157
Paid Internships Available: No
Background Clearance: No

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

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

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

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

PROGRAM MISSION STATEMENT:

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

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

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

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

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- Life-Long Learning: We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services
- Positive Spirit: We work harmoniously, show compassion, and take pride in our work
New Alternatives, Inc.

Internship Program: **In-Home Coach (IHC)**

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

**Phone:**  (714)726-0048

**Fax:**  (714) 245-0040

**Supervisor:**  Dianna Madrigal-Munoz

**E-Mail:**  dianna.madrigal-munoz@newalternatives.org

**Website:**  www.newalternatives.org

**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

**Students Gain Experience With:**
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Victim Assistance
- Health Issues
- Counseling Services
- Administrative/Computers

**Description of Internship:**

**RESPONSIBILITIES INCLUDE:**

*Provide In-Home based servcies to families referred by Orange County Social Services Agency*

*Assess family needs and provide services to each family for 6 weeks*

*Assist IHC with case reports, case notes, and maintenance of files*

*Shadow In-Home Coaches for about 4-5 sessions*

*Provide parents with appropriate discipline techniques, communication techniques, and emotional support for parents and children*

*Link families with community resources such as counseling and support groups*

*Assist with filling out a variety of forms (HIPPA, fee assessment, and Psycho-Social History forms)*

**REQUIREMENTS:**

*Need a vehicle to drive to client's home*

*Mileage is reimbursed at 55 cents a mile*

*Must attend mandatory IHC meetings once a week*

*Fingerprinting and TB test*

**Agency Mission:**

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

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

**Phone:** (714) 245-0045 x112
**Fax:** (714) 245-0040
**Supervisor:** Jennifer Galvan
**E-Mail:** jennifer.galvan@newalternatives.org
**Website:** www.newalternatives.org

**Paid Internships Available:** No

**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 ✓ Families/Couples ✓ Tutoring Services ✓ Person w/ Disabilities ✓ Elderly Services ✓ Substance Abuse ✓ Recreation Programs Other: Victim Assistance ✓ Health Issues ✓ Counseling Services ✓ Administrative/Computers</td>
</tr>
</tbody>
</table>

**Description of Internship:**

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

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

**Internship Program:** New Directions

**Address:** 12627 Santa Gertrudes Ste. B
La Mirada, CA 90638

**Phone:** 562-943-6000
**Fax:** 562-943-6006

**Supervisor:** Richard Perla
**E-Mail:** newdirectionsrp@hotmail.com
**Website:** www.recoverguide.com

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

**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 5:30 PM and SAT 8 am - 12 pm.

**Through this Internship,**

- **Children/Youth**
- **Substance Abuse**
- **Counseling Services**

**Students Gain Experience With:**
- **Elderly Services**
- **Families/Couples**
- **Health Issues**
- **Tutoring Services**
- **Recreation Programs**
- **Person w/ Disabilities**
- **Administrative/Computers**

**Description of Internship:**

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

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

**Agency Mission:**

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

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Revised: 11/19/2015 15-16
### New Start Detox Internship

**Address:**
906 Dorman Street
Santa Ana, CA 92702

**Phone:**
(714)332-3143

**Fax:**
(714)486-2127

**Supervisor:**
Alyssa Cohen, Psy.D
E-Mail: acohen@newstartdetox.com
Website: www.newstartdetox.com

**Paid Internships Available:** No

**Background Clearance:** Yes

#### Description of Internship:

**JOB DESCRIPTION:**

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

**DUTIES AND RESPONSIBILITIES:**

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

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

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

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

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

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

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

**NOTE:** Intern will provide a clean urine drug screen, have current TB (within the last year) and current CPR/First Aid (within the last 2 years).

**Agency Mission:**

New Start is a full service Detoxification center believing in the value of personal empowerment and growth. The Mission of New Start is to offer clients the opportunity to learn new tools that lead to a positive mental, physical, social, and spiritual life. The good of New Start Detox is to facilitate positive growth in the community.
**Newport Mesa USD**

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

<table>
<thead>
<tr>
<th>Hours Interns Can Work:</th>
<th>Other Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-F Regular Business Hrs (9am-5pm)</td>
<td>School Site Hours (8:00 am -3:30 pm), Some after-hours regarding parent and staff trainings and other various activities.</td>
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<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>Academic year only (Aug/Sept-May/June)</td>
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</tbody>
</table>

**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

**Description of Internship:**
Intern will learn and/or participate in:

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

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

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

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

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

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

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

**Agency Mission:** Every Child Every Day

**Revised:** 11/19/2015  15-16
**Northbound Treatment Services**

**Internship Program:** NTS

**Address:** 1040 W. 17th Street  
Costa Mesa, CA  92627

**Phone:** 949-269-9229  
**Fax:** 949-269-9214

**Supervisor:** Matthew Kinoshita  
**E-Mail:** matthew@livingsober.com  
**Website:** www.livingsober.com

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

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

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

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

**Description of Internship:**

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

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

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**Agency Mission:**

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

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

| Internship Program: Detoxification/Observation Facility |
|---|---|---|---|
| Address: 209 E. 18th St. Costa Mesa, CA 92627 |
| Phone: (949)689-6022 |
| Fax: (949)554-0667 |
| Supervisor: Gina M. Rigoli |
| E-Mail: gina@livingsober.com |
| Website: www.livingsober.com |
| 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: 24 hour facility. Shifts are: 7am -3:30 pm; 3-11:30 pm; and 11pm - 7:30 am. |
| Background Clearance: Yes |
| Through this Internship, Students Gain Experience With: |
| ☐ Children/Youth |
| ☐ Elderly Services |
| ☐ Health Issues |
| ☐ Substance Abuse |
| ☐ Counseling Services |
| ☐ Families/Couples |
| ☐ Tutoring Services |
| ☐ Recreation Programs |
| ☐ Administrative/Computers |
| Other: |
| Description of Internship: The detoxification facility/subacute residential facility that is looking for interns to develop/assist in short term treatment planning, co-facilitate groups, shadow intake/admission, one-on-one time with clients and overall client care. Conduct UA, searching/developing progress notes, and learn detox protocols (medications). |
| Agency Mission: To assist our clients in successfully celebrating one year of continuous sobriety. |

NOTE: Cannot be on probation or parole.
**Title I Tutoring Program**

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

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

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

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**Description of Internship:**

***PAID POSITION***

**Tutor rate is $17.15 per hour**

**Student must commit to a full academic year.**

**Our hiring procedure is extensive, please allow sufficient time to apply. Best time to apply is the semester before desired internship.**

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

**Agency Mission:**

The program's mission is to provide a quality program of supplementary assistance for neglected and delinquent youth. The program is based on the research-based value of individual assistance which is implemented by tutors who receive ongoing training and support.
Internship Program: **(OCDE) Safety of Students Program**

**Address:** 2910 Redhill Ave., Ste. 200
Costa Mesa, CA 92626
**Phone:** 714-953-6513
**Fax:** 714-751-2457
**Supervisor:** Stephanie Sullivan
**E-Mail:** ssullivan@ocde.us
**Website:** www.ocde.edu

**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)

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

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

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

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

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

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

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

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

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

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

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

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

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

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, ☐ Children/Youth  ☑ Families/Couples  ☐ Tutoring Services  ☐ Person w/ Disabilities
Students Gain Experience With: ☑ Elderly Services  ☐ Substance Abuse  ☐ Recreation Programs  Other: Community conflict resolution & mediation

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

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

Please call the agency for exact dates and hours.

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

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

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

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

Internship Program: OC Probation Department
Address: 1001 South Grand Avenue
         Santa Ana, CA 92705
Phone: (714) 667-7721
Fax: (714)558-6354
Supervisor: Alan Gover
E-Mail: Alan.Gover@prob.ocgov.com
Website: http://www.oc.ca.gov/probation
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 vary depending on assignment; flexible hours

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

Description of Internship:

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

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

To be a volunteer or intern in Probation you must...
1. Be at least 18 years old
2. Attend a volunteer Information & Training Meeting to become familiar with the O.C. Probation Department and the role of our volunteers
3. Obtain a tuberculosis test
4. Attend a screening interview with the Volunteer Coordinator
5. Submit fingerprints and wait for a background check
6. Must be off probation at least 1 year prior to applying

**Dates and map for 2013 available at http://www.oc.ca.gov/probation
**NOTE** A reservation is needed to attend volunteer information meeting (VIM). Call (714)667-7730.

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

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

**Internship Program:** Community Involvement  
**Address:** 2130 E. 4th. St. #200  
Santa Ana, CA 92705  
**Phone:** 657.622.4162  
**Fax:** (714) 543-5463  
**Supervisor:** Tim Gnaneswaran  
**E-Mail:** info@olivecrest.org  
**Website:** http://www.olivecrest.org  
**Background Clearance:** Yes  
**Paid Internships Available:** No  
**Other Hours:** M-F Regular Business Hrs (9am-5pm)  
**Can Work:** M-F Evenings (5pm-10pm)  
**M-F Nights (10pm-9am)  
**Weekend days (9am-5pm)  
**Weekend evenings (5pm-10pm)  
**Weekend nights (10pm-9am)  
**Academic year only (Aug/Sept-May/June)  

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

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

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

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

**Agency Mission:** Olive Crest is dedicated to preventing child abuse, to treating and educating at-risk children to preserving the family “one life at a time.”
**INTERNSHIP SUMMARY:**
Work alongside the Development Operations and Grants team to assist in the day-to-day operations by assisting to serve our 7 regional development offices through administrative support, research, and donor relations.

**Desired # of Hours per Week**
8 – 20

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

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

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

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

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

Desired # of Hours per Week
Varies: Approx. 8-10 hours a week

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

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

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

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

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

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

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

**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

- Through this Internship, [✓] Children/Youth  
- [✓] Families/Couples  
- [✓] Tutoring Services  
- [✓] Person w/ Disabilities  
- Elderly Services  
- Substance Abuse  
- Recreation Programs  
- Counseling Services  
- Administrative/Computers  
- Case Management  

**Description of Internship:**

**INTERNSHIP SUMMARY:**

Case Management Assistance/Child Care/Special Events/Office Assistant

**SPECIFIC DUTIES:**

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

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

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

* Special event duties - Tasks vary.

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

**DESIRE EXPERIENCE/MINIMUM REQUIREMENTS:**

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

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

Internship Program: **Kinship**

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

Phone: 657.622.4162
Fax: 714)972-5463

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

Paid Internships Available: No

Background Clearance: Yes

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

Other Hours: M, T, Th (2-4 evening hours per month)

**Description of Internship:**

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

**SPECIFIC DUTIES:**

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

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

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

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

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

Internship Program: Quality Management
Address: 2130 E. 4th. St. #200
Santa Ana, CA 92705
Phone: 657.622.4162
Fax: (714) 543-5463
Supervisor: Tim Gnaneswaran
E-Mail: Tim-Gnaneswaran@olivecrest.org
Website: http://www.olivecrest.org
Paid Internships Available: No

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: Flexible. Would need some morning or Thursday availability.

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

DESIRED # OF HOURS PER WEEK
Negotiable: 15 or less.

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

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

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

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

**Phone:** 657.622.4162

**Fax:** 714-543-5463

**Supervisor:** Tim Gnaneswaran

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

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

**Paid Internships Available:** No

**Background Clearance:** Yes

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

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

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

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

Internship Program: **Family Resource Center**

Address: 17800 Woodruff Ave, Suite A
Bellflower, CA 90706

Phone: (562)866-8956 x1647
Fax: (562)866-4158

Supervisor: David Renteria

E-Mail: david-renteria@olivecrest.org

Website: www.olivecrest.org

Paid Internships Available: No

Background Clearance: Yes

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

☐ Elderly Services  ☐ Substance Abuse  ☐ Recreation Programs  Other: case management, crisis intervention

☐ Health Issues  ☑ Counseling Services  ☐ Administrative/Computers

Description of Internship:

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

Providing community-based assistance to families in the city of Bellflower and surrounding community. The assistance will take the form of (but not limited to): Needs assessment and referral, case management, strength-based intervention planning and delivery of care, basic needs assistance, outreach, community organization collaboration and partnering, crisis intervention, para-professional counseling, advocacy, program development, and assistance in responding to RFPs and grant opportunities. There may also be opportunities for field work students to engage in behavioral coaching for children and adolescents, life skills and independent living skills training, multidisciplinary treatment team planning, capacity building, and community resource development.

**2 SEMESTER commitment preferred but NOT required**

NOTE: Bilingual Spanish welcome!!

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

Internship Program: Development Intern/Special Events

Address: 1901 E. 4th Street, Suite 100
         Santa Ana, CA 92705

Phone: (714) 953-5757, ext. 101
Fax: 714-834-0585

Supervisor: Stacy Brooks
E-Mail: sbrooks@oneoc.org
Website: www.oneoc.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
- Elderly Services
- Health Issues
- Families/Couples
- Substance Abuse
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Person w/ Disabilities
- Fundraising, marketing, public relations, and special events growth

Description of Internship:

INTERN WILL:

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

- Give general administrative support including Donor Database Management.

- Other fundraising opportunities available based on availability and interest.

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

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

**Internship Program:**

| Address:       | 1901 E. 4th Street, Suite 100  
|               | Santa Ana, CA 92705  
| Phone:         | 714-953-5757 ext. 101  
| Fax:           | 714-834-0585  
| Supervisor:    | Stacy Brooks  
| E-Mail:        | sbrooks@oneoc.org  
| Website:       | www.oneoc.org  

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

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

**Description of Internship:**

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

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

**MAJOR RESPONSIBILITIES**

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

**Benefits of position:** This is an excellent opportunity for someone thinking about a career in the nonprofit sector or for someone interested in special event planning and/or public relations and marketing. Position allows intern to network with area nonprofit personnel and learn about local nonprofit career opportunities. Fees to workshops will be waived for intern.

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

Internship Program:

Address: 1901 East 4th Street #180
Santa Ana, CA 92705
Phone: (714)953-5757 ext. 101
Fax: 714-953-1116
Supervisor: Stacy Brooks
E-Mail: sbrooks@oneoc.org
Website: www.oneoc.org
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 8:30 am - 5pm. Closed for lunch hour 12:30 -1:30 PM daily.

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

Description of Internship:

Activities/Assignments:

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

Skills/Learning Objectives:

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

Agency Mission: OneOC accelerates Nonprofit Success
Internship Program: **Volunteer Project Coordinator**

Address: 1901 E. 4th Street, Suite 100
Santa Ana, CA 92705

Phone: 714-953-5757 ext. 101
Fax: 714-834-0585
Supervisor: Stacy Brooks
E-Mail: sbrooks@oneoc.org
Website: www.oneoc.org

Paid Internships Available: No
Background Clearance: No

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

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

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

Agency Mission: OneOC accelerates Nonprofit Success
Orange Children & Parents Together, Inc. (OCPT) was established in 1967 as a Head Start program serving low-income children and families living in El Modena, an unincorporated area within the City of Orange in Orange County. Our mission is to provide high quality, family-friendly, community-based programs that enhance children's growth, strengthen families, and build healthy communities. Our foundation, the Head Start program, allows us to provide comprehensive preschool and family support program for the most vulnerable children and families in our community.

**Family Support Worker Intern**

**Address:** 1063 N. Glassell St.
Orange, CA 92867

**Phone:** (714)639-4000

**Fax:** (714)639-3408

**Supervisor:** Tracy Reyes

**E-Mail:** tracyr@ocpt.org

**Website:** www.ocpt.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:** Site hours: M-F 7:30 am - 4:30 pm

**Description of Internship:**

**PURPOSE OF INTERNSHIP:**
Assist center staff in providing comprehensive services for children and families enrolled in Head Start and Early Head Start programs in accordance with the Head Start Performance Standards.

**INTERN DUTIES:**
- Participate in daily classroom contacts with families;
- Assist with data entry for agency database (ChildPlus);
- Work with Family Support Worker to evaluate children’s health information and work with parents on needed follow-up;
- Update and compile comprehensive community resource information for families;
- Encourage parent volunteerism throughout the program; welcome parents to program sites as visitors, observers and participants;
- Facilitate and support parent involvement within the program and community;
- Support staff with parent meetings, center activities, and parent education opportunities

**QUALIFICATIONS:**
- Must have energy, enthusiasm and a positive attitude
- Ability to maintain confidentiality of children, families and staff
- Have patience and energy to work with young children and their families
- Ability to be mobile and in good health
- Be responsible and dependable
- Willing to take direction from Child Development Supervisor and Family Support Worker

**TIME COMMITMENT:**
- Minimum of 4 hours a week (10 hours week if completing internship of 120 hours for school requirement)
- Availability between 8am to 4pm, Monday through Thursday

**Location:** One of our six preschools located within Orange Unified School District

**NOTE:**
* A completed and signed Health Statement for Volunteers (no cost)
* Tuberculosis Skin Test (student cost)
**COMPENSATION - $50.00 Bi-Monthly Stipend**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Primary Duties:**
- Research and identify new government, corporate, foundations and private funding prospects.
- Assist in preparing and submitting proposals and grant applications.
- Develop and prepare effective written materials for use in all areas of development.
- Assist with advertising, public relations and marketing, including materials related to donor development, recruitment and retention.
- Help manage online social media strategy and campaigns.
- Assist with the development and execution of annual and special fund raising campaigns, events and activities.
- Attend events representing OCCHC/SteppingUP.
- Assist Development Director and Coordinator with administration as needed.

**Secondary Duties:**
- Develop a working knowledge of the agency.
- Respond to inquiries or requests for information.
- Provide support on projects as needed.
- Attend outreach functions as directed by supervisor.
- Perform other duties as assigned.

**QUALIFICATIONS:**

**Skills / Abilities:**
- Training will be offered upon employment.
- Good interpersonal, verbal and written communication skills.
- Intermediate computer skills preferred, specifically in Excel, PowerPoint, Publisher, Outlook and Word.
- Knowledge of social media platforms.
- Strong grammatical and proofreading skills.
- Ability to handle multiple projects simultaneously and creatively.
- Possess skills in proper telephone etiquette.
- Ability to maintain a calm and sensitive demeanor.
- Active listening and assessment skills.
- Interact successfully with potential donors.
- Ability to operate telephone, copy machine, and obtain basic computer skills.
- Meet accuracy and productivity requirements to perform the required tasks of this position.
- Ability to gather and analyze information.

**Agency Mission:**

To provide housing and related services to very low-income, large, and single-parent families.
Orange County Community Housing Corporation

Internship Program: **Stepping UP**

| Address: | 2024 N. Broadway, 3rd Floor  
|          | Santa Ana, CA  92706  
| Phone:   | (714)558-8161 ext.11  
| Fax:     | (714)558-0423  
| Supervisor: | Monica Cardenas  
| E-Mail: | monica@occhc.org  
| Website: | http://www.occhc.org  

Paid Internships Available: Yes  
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: Academic counseling  
| Health Issues | ☑ Counseling Services  
|               | ☑ Administrative/Computers  

| Description of Internship: | **Interns will receive a bi-monthly (twice a month) $50.00 stipend.**  
| Bilingual in Spanish is preferred. Site Locations: Placentia, Anaheim, Huntington Beach, Santa Ana, Dana Point, Buena Park, Cypress, Irvine, and Garden Grove.  
| Stepping Up, is a program service provided by Orange County Community Housing Corporation (OCCHC). We are looking for college students who are self-motivated and dedicated in order to become Family Mentors for our residents.  
| Working directly as a Family Mentor will expose the intern to family dynamics and family needs. Family Mentors will have the opportunity to observe and make recommendations to the assigned family on issues that will lead them to self-sufficiency such as: health, literacy, parenting, job training, homeownership, and academic support.  
| Family Mentors are responsible for helping our families connect with the community services/resources in order to enhance their quality of life. Mentors are also accountable for documenting observations, recommendations, and interventions on a weekly occurrence.  
| Great oral and written communication skills are a must, as well as a reliable source of transportation and flexible work schedule. Family Mentors are also expected to have great research skills, and Internet/e-mail access, as well as competency.  

| Agency Mission: | To provide housing and related services to very low-income, large, and single-parent families.  
| Hours Interns Can Work: | ☑ M-F Regular Business Hrs (9am-5pm)  
|                         | ☑ M-F Evenings (5pm-10pm)  
|                         | ☑ M-F Nights (10pm-9am)  
|                         | ☑ Weekend days (9am-5pm)  
|                         | ☑ Weekend evenings (5pm-10pm)  
|                         | ☑ Weekend nights (10pm-9am)  
|                         | ☑ Academic year only (Aug/Sept-May/June)  

Other Hours:

| Other Hours: | ☑ Academic counseling  

**Internship Program:** Tutor House

**Address:** 1833 E. 17th St. Suite 207
Santa Ana, CA 92705

**Phone:** (714) 558-8161
**Fax:** (714) 558-0423
**Supervisor:** Monica Cardenas
**E-Mail:** monica@occhc.org
**Website:** http://www.occhc.org

**Paid Internships Available:** Yes
**Background Clearance:** Yes

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

**Other Hours:** M-F 3pm-8pm

**Description of Internship:**

**Interns will receive a bi-monthly (twice a month) $50.00 stipend.**

Bilingual in Spanish is preferred. Site Locations: Placentia, Anaheim, Huntington Beach, Santa Ana, Dana Point, Buena Park, Cypress, Irvine, and Garden Grove. We do have occasional intern openings for English-speaking families.

Academic mentors in our Tutor House Program, a service provided by OCCHC are to serve as role models to underrepresented students in grades K-12. Mentors are to help students with all academic subjects as needed and keep close and open communication with parents, teachers, and their assigned intern supervisor; the improvements and impediments of every student will be addressed on an ongoing term. Tutor House is a home-base program allowing services to be readily available to families of extremely low-income backgrounds. College mentors facilitate the learning process by teaching children of the infinite benefits there is to obtaining an education. Tutor House not only educates at-risk students, but also strives to teach parents the importance of their involvement in any capacity and the significance of providing an environment conducive to studying. Interns will receive training in a minimum of twice per session and are expected to attend all scheduled meetings (exceptions may be arranged). Interns are expected to meet with their supervisor on a weekly basis (arrangements will be made in advance). Great oral and written communication skills are a must, as well as a reliable source of transportation and flexible work schedule. Academic Mentors are also expected to have Internet/email access/ as well as competency.

**Agency Mission:** To provide housing and related services to very low-income, large, and single-parent families.
Orange County Council, BSA

Internship Program: Orange County Council, BSA
Address: 1211 East Dyer Road
          Santa Ana, CA  92705
Phone: (714)546-4990 x 132
Fax: (714)546-0415
Supervisor: Rachel Cueva
E-Mail: rachelc@ocbsa.org
Website: www.ocbsa.org

Paid Internships Available: No
Background Clearance: No

Through this Internship:

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

Description of Internship:

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

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

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

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

APPLICATION AND MEMBERSHIP REQUIRED
and YOUTH PROTECTION TRAINING

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

<table>
<thead>
<tr>
<th>Address: 14 Civic Center Plaza</th>
<th>Hours Interns Can Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana, CA 92701</td>
<td>☑ M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td>Phone: 714-834-2144</td>
<td>☐ M-F Evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Fax: 714-834-2729</td>
<td>☐ M-F Nights (10pm-9am)</td>
</tr>
<tr>
<td>Supervisor: Maria Vann</td>
<td>☐ Weekend days (9am-5pm)</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:Maria.Vann@pubdef.ocgov.com">Maria.Vann@pubdef.ocgov.com</a></td>
<td>☐ Weekend evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Website: <a href="http://www.pubdef.ocgov.com">www.pubdef.ocgov.com</a></td>
<td>☐ Weekend nights (10pm-9am)</td>
</tr>
<tr>
<td>Paid Internships Available: No</td>
<td>☑ Academic year only (Aug/Sept-May/June)</td>
</tr>
<tr>
<td>Background Clearance: Yes</td>
<td></td>
</tr>
</tbody>
</table>

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

**Description of Internship:**

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

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

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

Interns who are available Mondays and Tuesdays are strongly desired.

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

**Agency Mission:** To provide effective, compassionate and high quality representation to the indigent client, and do so in a cost effective manner
**Orange County Public Defender**

**Post-Community Release Supervision and Parole**

**Internship Program:**
- **Address:** 14 Civic Center Drive, Santa Ana, CA 92701
- **Phone:** (714)834-5479
- **Fax:** 714-834-3630
- **Supervisor:** Jennifer Surges
- **E-Mail:** Jennifer.surges@pubdef.ocgov.com
- **Website:** www.pubdef.ocgov.com
- **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)

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

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

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

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

**Agency Mission:**
To provide effective, compassionate and high quality representation to the indigent client, and do so in a cost effective manner.
Paid Internships Available: Yes

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

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

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

Orange County Rescue Mission

1 Hope Dr.
Tustin, CA 92782
(714) 247-4398
(714) 566-6475
E-mail: jewel.loff@rescuemission.org
Website: www.rescuemission.org

Internship Program: Village of Hope

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

Other Hours:
- Other:

Yes

No

Village of Hope

Address: 1 Hope Dr.
Tustin, CA 92782
Phone: (714) 247-4398
Fax: (714) 566-6475
Supervisor: Jewel Loff
E-Mail: jewel.loff@rescuemission.org
Website: www.rescuemission.org

Paid Internships Available: No

Background Clearance: Yes

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

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

The Orange County Youth Center (OCYC) offers young people the opportunity to develop career interests, receive academic support, and gain valuable work experience in order to achieve their career/educational goals. Our services are available to eligible youth, ages 16-21 in North Orange County.
Orange Elderly Services, dba Orange Senior Center

Internship Program: Meals on Wheels

Address: 170 S. Olive Street
Orange, CA 92866

Phone: (714)639-4820
Fax: (714)771-7743

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

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

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

Address: 170 S. Olive Street
Orange, CA 92866
Phone: (714)538-9633 xt 103
Fax: (714)453-2117

Supervisor: Gretchen Snyder
E-Mail: gretchens@orangeseniorcenter.org
Website: http://www.orangeseniorcenter.org

Paid Internships Available: No
Background Clearance: No

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

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

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

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

Agency Mission: Orange Senior Center is "Dedicated to promoting healthy and active lifestyles for adults 50 and better through quality programs and services."
**Orangewood Resource Center (ORC)**

**Address:** 1575 E. 17th Street  
Santa Ana, CA  92705

**Phone:** (714) 619-0222  
**Fax:** (714) 619-0251

**Supervisor:** Tisha Roberts  
**E-Mail:** troberts@orangewoodfoundation.org

**Website:** www.orangewoodfoundation.org

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**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)

**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:**

The Orangewood Resource Center (ORC) is available for current and former youth in Orange County. The ORC is located at Orangewood Children's Foundation and offers services needed to become independent, including assistance with education, employment, housing, etc. The ORC Intern will gain experience working with foster youth clientele to help them with independent living skills.

**POSITION RESPONSIBILITIES:**

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

**SKILL REQUIREMENTS:**

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

**Agency Mission:**

The mission of the Foundation is to provide such a broad understanding and concern for the problems of child abuse and neglect that Orange County will have the lowest per capita rate of child abuse and neglect of any county in the United States. Those children who are identified as being abused and abandoned will be cared for in a manner that will allow them to become well functioning members of our society. The four areas of emphasis are prevention, care, emancipation and public awareness.
Outreach Concern, Inc.

Address: 400 N Tustin Ave STE360
Santa Ana, CA 92705
Phone: (714)319-7672
Fax: (714)547-4578
Supervisor: Darlene Kosinski
E-Mail: Darlene@outreachconcern.org
Website: www.outreachconcern.org

Paid Internships Available: No
Background Clearance: Yes

Program Description:
Outreach Concern, Inc. provides 200 field placement internships available each year in a primary and secondary school environment, providing counseling and support services for the student population of various public and private schools. The internship opportunity provides the student with two full days on a school campus working with either children or adolescence who are experiencing a variety of academic, social, emotional or family issues which impact their ongoing success. Our program provides interns to work with a variety of human issues working with a diverse population.

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

**TWO SEMESTER INTERNSHIP REQUIRED**

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

**Community Engagement Internship**

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

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

<table>
<thead>
<tr>
<th>Address: 611 S. Ford Ave.</th>
<th>Hours Interns Can Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fullerton, CA 92834</td>
<td>☑ M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td>Phone: (714)680-3691 220</td>
<td>☑ M-F Evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Fax: (714)738-5059</td>
<td>☑ M-F Nights (10pm-9am)</td>
</tr>
<tr>
<td>Supervisor: Rebecca Holt</td>
<td>☑ Weekend days (9am-5pm)</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:rebecca.holt@pathwaysofhope.us">rebecca.holt@pathwaysofhope.us</a></td>
<td>☑ Weekend evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Website: <a href="http://www.pathwaysofhope.us">www.pathwaysofhope.us</a></td>
<td>☑ Weekend nights (10pm-9am)</td>
</tr>
<tr>
<td>Paid Internships Available: No</td>
<td>☑ Academic year only (Aug/Sept-May/June)</td>
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<td>Paid Internships Available: No</td>
<td>Other Hours:</td>
</tr>
<tr>
<td>Background Clearance: Yes</td>
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</tr>
</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: Homelessness
- ☑ Health Issues
- ☑ Counseling Services
- ☑ Administrative/Computers
- ☐ Other Hours:

Description of Internship:

**NOTE: Multiple Locations in Fullerton**

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

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

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

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

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

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Adult Literacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>411 E. Chapman Ave. Placentia, CA 92670</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714)528-1906 X224</td>
</tr>
<tr>
<td>Fax:</td>
<td>714-528-8236</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Wendy Townsend</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:wtownsend@placentialibrary.org">wtownsend@placentialibrary.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.placentialibrary.org">http://www.placentialibrary.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
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<table>
<thead>
<tr>
<th>Hours Interns Can Work:</th>
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</thead>
<tbody>
<tr>
<td>☑ M-F Regular Business Hrs (9am-5pm)</td>
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<td>☑ Academic year only (Aug/Sept-May/June)</td>
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<table>
<thead>
<tr>
<th>Other Hours:</th>
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<tbody>
<tr>
<td>Weekend Days 1-5pm</td>
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| Background Clearance: | Yes |

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

<table>
<thead>
<tr>
<th>Description of Internship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Placentia Library provides English Literacy tutoring and Computer Literacy tutoring for adults.</td>
</tr>
<tr>
<td>The English Literacy program provides weekly tutoring for adult learners that speak English as a second language.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Mission:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide library services and materials that are responsive to the informational, recreational, educational and cultural needs of all members of the community.</td>
</tr>
</tbody>
</table>
Placentia Library Literacy Services

Internship Program: **Homework Clubs**

| Address: | 411 E. Chapman Ave., Placentia, CA 92670 |
| Phone: | (714) 524-8408 x224 |
| Fax: | 714-528-8236 |
| Supervisor: | Wendy Townsend |
| E-Mail: | wtownsend@placentialibrary.org |
| Website: | http://www.placentialibrary.org |

Paid Internships Available: No

Background Clearance: Yes

**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.

**Description of Internship:**

**INTERN JOB DESCRIPTION:** Program starts the 2nd week of school in September.

A homework club for school-aged students. On-site, Mon. - Thurs., from 4-6 PM when school is in session.

**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 4-6 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
**Advancement Via Individual Determination (AVID) Tutor**

**Address:** 1301 E Orangethorpe 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)

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

**Background Clearance:** Yes

**Internship Program:** Placentia-Yorba Linda Unified School District

**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.
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

**Students Gain Experience With:**
- ☐ Elderly Services
- ☐ Substance Abuse
- ☐ Recreation Programs
- ☐ 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.
**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 |
| 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**  
**Health Issues**  
**Counseling Services**  
**Administrative/Computers**  
other: |
| 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 sta to mana 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

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Community Day Program Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>3505 Cadillac Suite P-101</td>
</tr>
<tr>
<td></td>
<td>Costa Mesa, Ca 92626</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714)549-3464 ext 227</td>
</tr>
<tr>
<td>Fax:</td>
<td>714)549-3559</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Kristen Cook</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:kcook@proindependence.org">kcook@proindependence.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.proindependence.org">www.proindependence.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>
<th>Other Hours:</th>
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<tbody>
<tr>
<td>M-F 7:30 am - 3:30 pm</td>
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<table>
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<tr>
<th>Description of Internship:</th>
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<tbody>
<tr>
<td>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.</td>
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<table>
<thead>
<tr>
<th>Agency Mission:</th>
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<tbody>
<tr>
<td>To promote civil rights for people with developmental disabilities through services which expand freedom and choice.</td>
</tr>
</tbody>
</table>
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

Paid Internships Available: No
Background Clearance: No

Through this Internship,

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

Description of Internship:
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  

<table>
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<th>Hours Interns Can Work:</th>
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</tbody>
</table>

**Through this Internship, Students Gain Experience With:**  
- Elderly Services  
- Substance Abuse  
- Tutoring Services  
- Person w/ Disabilities  
- 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 (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.
Internship Program: 
**Supported Employment**

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

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

**Fax:** (714)549-3559

**Supervisor:** Kristen Cook

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

**Website:** www.proindependence.org

**Paid Internships Available:** Yes

**Background Clearance:** Yes

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

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

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

**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.
### Providence Community Services

**Internship Program:** Healthy Expectations - Call Center

- **Address:** 21500 Pioneer Blvd. Ste., #105
  Hawaiian Gardens, CA 90716
- **Phone:** (714)503-6850
- **Fax:** (562)809-3948
- **Supervisor:** Adrienne Davalos
- **E-Mail:** adavalos@provcorp.com
- **Website:** www.provcorp.com

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

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

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

**Description of Internship:** 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 database 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.

**PROGRAM MISSION STATEMENT:** Healthy Expectations is committed to providing and advocating for recovery-focused, accessible and effective community based services that build hope and resilience. We bring these services through a unique collaborative relationship with community care management and College Health IPA (CHIPA) for select members of anthem Blue Cross. Services may be provided in the client’s home, or other convenient community based locations, or via phone and email.

**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  

<table>
<thead>
<tr>
<th>Paid Internships Available</th>
<th>No</th>
<th>Background Clearance</th>
<th>Yes</th>
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**Hours Interns Can Work:**  
- ☑ M-F Regular Business Hrs (9am-5pm)  
- ☑ M-F Evenings (5pm-10pm)  
- ☑ M-F Nights (10pm-9am)  
- ☑ Weekend days (9am-5pm)  
- ☑ Weekend evenings (5pm-10pm)  
- ☑ Weekend nights (10pm-9am)  
- ☑ Academic year only (Aug/Sept-May/June)

**Other Hours:**

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

**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

#### Internship Program: **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

**Paid Internships Available:** No

**Background Clearance:** No

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

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

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

The Psychologist overseeing the study holds a meeting every 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.

**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

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Revised: 11/19/2015 15-16
**Providence Community Services - Hawaiian Gardens**

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

**Through this Internship,**

- [✓] Children/Youth
- [✓] Families/Couples
- [✓] Substance Abuse
- [✓] Counseling Services
- [✓] Administrative/Computers
- [☐] Elderly Services
- [☐] Tutoring Services
- [☐] Recreation Programs
- [☐] Other:

**Other Hours:** One group a week (5:00 - 7:00 PM)

**Description of Internship:**

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

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

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

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

**PROGRAM MISSION STATEMENT:**

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

**Agency Mission:**

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

Human Services Internship @ S. County Family Resource Center

Address: 23832 Rockfield Blvd., Ste. 270
Lake Forest, CA 92630
Phone: (949) 757-3635 ext. 12
Fax: (949) 757-4206
Supervisor: Emma Vallandigham
E-Mail: Emma@theraisefoundation.org
Website: www.theraisefoundation.org

Internship Program:

Paid Internships Available: No
Background Clearance: Yes

Through this Internship:

✓ Children/Youth
✓ Families/Couples
✓ Administrative/Computers
✓ Counseling Services
✓ Tutoring Services
✓ Person w/ Disabilities
✓ Substance Abuse
✓ Recreation Programs
Other:

Description of Internship:

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 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.

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 weekend opportunities
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

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

Background Clearance: Yes

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

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.
The Rehabilitation Institute of Southern CA (RIO)

Rehabilitation Institute of Southern CA (RIO)

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

Internship Program: Child Development / Early Intervention Program, Fullerton

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
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Developmental Delays, Families
- Health Issues
- Counseling Services
- Administrative/Computers

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.
Rehabilitation Institute of Southern CA (RIO)

Internship Program: Child Development / Early Intervention Program, Orange

Address: 1800 E. La Veta Ave.
Orange, CA 92866

Phone: (714) 633-7400 xt 242
Fax: (714) 633-0738

Supervisor: Erica Deleon
E-Mail: Erica@riorehab.org
Website: http://www.riorehab.org

Paid Internships Available: No
Background Clearance: Yes

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

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.

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., 9:00am to 4:00pm

Address: 1800 E. La Veta Ave.
Orange, CA 92866

Fax: (714) 633-0738

Supervisor: Erica Deleon
E-Mail: Erica@riorehab.org
Website: http://www.riorehab.org

Paid Internships Available: No
Background Clearance: Yes

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

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.

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., 9:00am to 4:00pm

Address: 1800 E. La Veta Ave.
Orange, CA 92866

Fax: (714) 633-0738

Supervisor: Erica Deleon
E-Mail: Erica@riorehab.org
Website: http://www.riorehab.org

Paid Internships Available: No
Background Clearance: Yes

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

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.
Rehabilitation Institute of Southern CA (RIO)

Internship Program: Community Based Adult Services (CBAS)

Address: 1800 E. La Veta Ave.
Orange, CA 92835
Phone: (714) 633-7400 x261
Fax: (714) 633-0738
Supervisor: Marsalee Malatesta
E-Mail: adults@riorehab.org
Website: http://www.riorehab.org

Paid Internships Available: No
Background Clearance: No

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

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

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

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

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

**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.
Rehabilitation Institute of Southern CA (RIO)

Internship Program: Transitional Adult Activity Center

Address: 1800 E. La Veta Ave.
Orange, CA 92866

Phone: (714) 633-7400
Fax: (714) 769-2766

Supervisor: Sandra Walker / Cristina Hernandez
E-Mail: swalker@riorehab.org
Website: http://www.riorehab.org

Paid Internships Available: No
Background Clearance: No

Through this Internship, Students Gain Experience With:

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

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

**Transitional Adult Program, Fullerton**

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<th>Details</th>
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<tbody>
<tr>
<td>Internship Program</td>
<td><strong>Transitional Adult Program, Fullerton</strong></td>
</tr>
<tr>
<td>Address</td>
<td>130 Laguna Rd</td>
</tr>
<tr>
<td></td>
<td>Fullerton, CA 92835</td>
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<tr>
<td>Phone</td>
<td>(714) 680-6060</td>
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<tr>
<td>Fax</td>
<td>(714) 871-3640</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Sofia Martinez</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:smartinez@riorehab.org">smartinez@riorehab.org</a></td>
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<tr>
<td>Website</td>
<td><a href="http://www.riorehab.org">http://www.riorehab.org</a></td>
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<td>Paid Internships Available</td>
<td>No</td>
</tr>
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<td>Background Clearance</td>
<td>Yes</td>
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**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 theirs needs.

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

**Internship Program:**
- **No**

**Other Hours:**
M-F 7:30AM-4:00PM
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

Through this Internship, students can 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 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 field trips
* Supervises students in the absence of the Site leader
* Serves as a program leader when needed in special presentations or events
* Works on special projects as assigned in conjunction with Site leader
* Friendly, supportive attitude to students, parents and staff.

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

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

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

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Revised: 11/19/2015  15-16
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

Internship Program: Family Resource Center

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.
# RS Recovery Services, Inc.

**Internship Program:** Counseling Internship

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

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

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

**Supervisor:** Rose Sorenson

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

**Website:** www.rsrecoveryservices.org

**Paid Internships Available:** No

**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

**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.

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### Through this Internship

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

### Other 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)

### Other:
SAT 9 am - 5 pm

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**Revised:** 11/19/2015 15-16
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 Other:
☐ Health Issues ☑ Counseling Services ☐ Administrative/Computers

Description of Internship:

DUTIES AT THE HIGH SCHOOL LEVEL: (Program runs from August to June)
Duties include providing specialized counseling services such as transcript evaluation and monitoring students grades every 6 week grading period. Assist students with completing CSU, UC, Private and Community College applications. Help with completing Financial Aid forms and scholarship searches. Conduct presentation to classrooms and help with recruiting students to program. Chaperone students on different cultural and university field trips.

DUTIES AT THE INTERMEDIATE LEVEL: (Program runs from February through June)
 Assist with afterschool program by helping ATS staff with workshops on topics such as: Test taking techniques, self-esteem, pre-college planning, financial aid, goal setting, decision making, time management and more. Chaperone students on different cultural and university field trips.

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

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

Internship Program: Student Services / Outreach Intern

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

Phone: (714) 564-6970
Fax: (714) 564-6139

Supervisor: Lilia Tanakeyowma, Ed.D.
E-Mail: tanakeyowma_lilia@sac.edu
Website: www.sac.edu/community/partnership/outreach

Paid Internships Available: No

Background Clearance: Yes

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
- Tutoring Services

Other:
- High School & Community Outreach Services to students and parents.

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

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

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

Agency Mission: The mission of Student Outreach is to attract and recruit new students to Santa Ana College. We strive to reach this goal by providing a variety of resources, activities, and support to high schools and the community we serve.
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

**Background Clearance:** Yes

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

**Other Hours:** M-TH 5-8 PM

**E-Mail:** bpreciado@santa-ana.org

**Website:** www.ci.santa-ana.ca.us/library

**Internship Program:** No

**Other:**

**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.
# Cal Works Domestic Violence Project

**Internship Program:** Cal Works Domestic Violence Project  
**Address:** 605 S. Myrtle Ave.  
Monrovia, CA 91016  
**Phone:** 626-359-9358 x5758  
**Fax:** 626-358-7647  
**Supervisor:** Teri Johnson  
**E-Mail:** fivejsrock@aol.com  
**Website:** www.santaanitafamilyservice.org  
**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:**
  - Drivers License & Insurance
  - TB Testing and Clearance
  - Fingerprinted (to be reimbursed)
  - Must have vehicle
  - Must be available for Treatment Team Meetings on Thursday 10:00 am

**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)

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

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

**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.
**Santa Anita Family Service**

**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

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

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

**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
- Fingerprints
- 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.
**Santa Anita Family Service**

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

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

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

**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.

*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.*
Santa Anita Family Service

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

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, ☑ 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:
* 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**

**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

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

**Other Hours:** Hours are flexible

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

**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  
**Supervisor:** Gabrielle Tilley  
**E-Mail:** gabrielle@feedoc.org  
**Website:** feedoc.org  
**Paid Internships Available:** No  
**Background Clearance:** No

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<thead>
<tr>
<th>Through this Internship</th>
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<tbody>
<tr>
<td>✓ Children/Youth</td>
<td>✓ Families/Couples</td>
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<tr>
<td>✓ Elderly Services</td>
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<td>✓ Administrative/Computers</td>
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<tr>
<th>Description of Internship:</th>
<th>KEY TASKS AND RESPONSIBILITIES; INCLUDING BUT NOT LIMITED TO:</th>
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<tbody>
<tr>
<td></td>
<td>• Become a knowledgeable resource on the CalFresh program</td>
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<td>• Conduct direct outreach to food insecure communities regarding CalFresh</td>
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<td>• Help applicants understand the program and the application process</td>
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<td>• Assist applicants with the application and ensure its completion</td>
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<td>• Submit each application to social services with clients</td>
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<td>• Keep informed about the status of each application</td>
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<td>• Advocate on behalf of the clients and navigate through any complications that arise</td>
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<td>• Participate in CalFresh team meetings and provide feedback to help the team improve community impact</td>
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**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.
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

Fax: 

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)

Other Hours: 

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

Description of Internship:

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

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

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

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

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

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

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

**Internship Program:**
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.

**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
- Fingerprint (DOJ and FBI) (fees incurred by the student will be reimbursed)
- Tuberculosis clearance and physical health screening

**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
- Counseling Services

**Students Gain Experience With:**
- Elderly Services
- Substance Abuse
- Health Issues
- Tutoring Services
- Recreation Programs
- Administrative/Computers

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

**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."

**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.

**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:**

**Background Clearance:** Yes

**E-Mail:** lmolthen@seniorserv.org  
**Website:** www.seniorserv.com  
**Supervisor:** Linda Molthen  
**Phone:** (714) 229-3377  
**Fax:**

Revised: 11/19/2015  
Revised: 15-16  
Version: 235
## Internship Program: Human Services Intern Program

**Address:**
151 Kalmus H-2  
Costa Mesa, CA 92626

**Phone:**
(714) 751-1101 x19

**Fax:**
(714) 751-3332

**Supervisor:**
Kim Frazier

**E-Mail:**
kimf@spinoc.org

**Website:**
www.spinoc.org

**Paid Internships Available:**
No

**Background Clearance:**
Yes

<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>
</tbody>
</table>

**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.

**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

**Background Clearance:**
Yes

**Address:**
Costa Mesa, CA 92626

**E-Mail:**
kimf@spinoc.org

**Website:**
www.spinoc.org

**Supervisor:**
Kim Frazier

**Phone:**
(714) 751-1101 x19

**Fax:**
(714) 751-3332

**Paid Internships Available:**
No

**Background Clearance:**
Yes
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

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

Revised: 11/19/2015 15-16
Internship Program: **Children's Program Coordinator Intern**

Address: 15161 Jackson St.
Midway City, CA 92655

Phone: (714) 897-3221 x125
Fax: (714) 893-6858

Supervisor: Susan Dember
E-Mail: sdember@afhusa.org
Website: www.afhusa.org

Paid Internships Available: No

**Background Clearance:** Yes

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

**Other Hours:** M and T only 4-8:00 PM (Client Program Hours)
*At least one evening (M or T) per week from 6pm-8pm is required

**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

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, Yes
Students Gain Experience With:
✓ Children/Youth
✓ Families/Couples
✓ Tutoring Services
✓ Person w/ Disabilities
✓ Health Issues
✓ Counseling Services
✓ Administrative/Computers
✓ Elderly Services
✓ Substance Abuse
✓ Recreation Programs
✓ Other: Case management; Homelessness

Description of Internship:
**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.

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

Other Hours: M and T only - 8 am - 8pm
W - F 8 am - 5pm

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.

Revised: 11/19/2015
### Heritage House - Case Management

**Address:** 2212 Placentia Ave.  
Costa Mesa, CA 92627  
**Phone:** (949)646-2271  
**Fax:** (949)646-1211  
**Supervisor:** Angie Thexton  
**E-Mail:** psangiet@gmail.com  
**Website:** http://www.scadpinc.org

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

<table>
<thead>
<tr>
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</table>

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

**INTERNS WILL PARTICIPATE IN:**
- Case management of one or two residents and their children.
- Group process and weekly discussion with the residents’ counselor.
- Conduct psychoeducational groups
- Shadow case manager
- Weekly staff meetings and 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.
Internship Program: **Heritage House North**

| Address: 321 N. State College | Hours Interns Can Work:  
| Anaheim, CA 92806 | - M-F Regular Business Hrs (9am-5pm)  
| Phone: (714) 687-0077 | - M-F Evenings (5pm-10pm)  
| Fax: (714) 687-0691 | - M-F Nights (10pm-9am)  
| Supervisor: Claudia Otis | - Weekend days (9am-5pm)  
| E-Mail: director.hhn@gmail.com | - Weekend evenings (5pm-10pm)  
| Website: http://www.scadpinc.org | - Weekend nights (10pm-9am)  
| Paid Internships Available: No | - Academic year only (Aug/Sept-May/June)  
| Background Clearance: Yes | Other Hours: Hours are flexible  

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

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

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

Description of Internship:

We work with second year Human Services students. Intern will be able to work with family providing individual and or group counseling. Intern will have the opportunity to do home visitations. In addition if interested student will have the opportunity to assist in macro projects. Intern will receive group and individual clinical supervision.

Student will have the opportunity to be part of the different types of groups, such domestic violence, anger management, substance abuse treatment groups, etc.

Agency Mission:

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

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

Through this Internship:

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

Description of Internship:

DUTIES:

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

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

Agency Mission:

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

**Internship Program:** Human Services Internship

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

**Paid Internships Available:** No

**Background Clearance:** Yes

**Through this Internship, students gain experience with:**

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

**Description of Internship:**

Students could intern at the following programs:

**ENRICHMENT PROGRAM**

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

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

**CLASSROOM AIDES**

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

**COUNSELING PROGRAM**

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

**HOMEWORK CLUB**

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

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

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

**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:**

**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

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

**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.

*Revised: 11/19/2015  15-16*
**St. Jude Medical Center**

Internship Program: **Senior Services/Case Management**

<table>
<thead>
<tr>
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<th>Hours Interns Can Work:</th>
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<tr>
<td>Fullerton, CA 92835</td>
<td>M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td>Phone: (714) 446-7035</td>
<td>M-F Evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Fax: (714) 446-7045</td>
<td>M-F Nights (10pm-9am)</td>
</tr>
<tr>
<td>Supervisor: Karyl L. Dupee, MFT</td>
<td>Weekend days (9am-5pm)</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:karyl.dupee@stjoe.org">karyl.dupee@stjoe.org</a></td>
<td>Weekend evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Website: <a href="http://www.stjudemedicalcenter.org/">www.stjudemedicalcenter.org/</a></td>
<td>Weekend nights (10pm-9am)</td>
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<td>Paid Internships Available: No</td>
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**Internship Program:**
- 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

<table>
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<tr>
<td>☐ Health Issues</td>
<td>☑ Counseling Services</td>
<td>☑ M-F Nights (10pm-9am)</td>
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<td></td>
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<td>☐ Weekend nights (10pm-9am)</td>
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<td>☐ Academic year only (Aug/Sept-May/June)</td>
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</tbody>
</table>

**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.)

**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.

**Other Hours:**

**E-Mail:** cnash@straighttalkcounseling.org  

**Website:** www.straighttalkcounseling.org  

**Background Clearance:** Yes

---

**Revised:** 11/19/2015  
15-16
Su Casa ~ Ending Domestic Violence

---

**Internship Program:** Domestic Violence Advocacy Services

**Address:** 3840 Woodruff Ave #203
Long Beach, CA 90808

**Phone:** (562) 421-3297 OR 402-4888
Fax: (562) 421-8117

**Supervisor:** Christina Kreachbaum
E-Mail: christina@sucasadv.org
Website: www.sucasadv.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
- ☐ Teens; Victim Assistance
- ☐ Health Issues
- ☑ Counseling Services
- ☑ Administrative/Computers

**Description of Internship:**

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

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

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

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

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

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

---

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

---

**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:**
- ☑ Domestic Violence Advocacy Services

---

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

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**Website:** www.sucasadv.org
**E-Mail:** christina@sucasadv.org
**Phone:** (562) 421-3297 OR 402-4888
**Fax:** (562) 421-8117

---

**Agency Mission:** Su Casa’s mission is to empower individuals and families to live free from domestic abuse and to build partnerships with communities to end domestic violence.
**Superior Court of CA - County of Orange**

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

** 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 - 5:00 pm.

**Through this Internship:**

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

**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)
**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).
## 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

### Background Clearance:

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

### 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

**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.

---

**Hours Interns Can Work:**

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

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

- [x] Children/Youth
- [x] Families/Couples
- [x] Recreation Programs
- [ ] Other:

**Internship Program:**

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

---

**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.**
**The Eddie Nash Foundation**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Passports to Success</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>1717 W. Orangewood Ave. Suite I Orange, CA 92868</td>
</tr>
<tr>
<td>Phone:</td>
<td>714-921-3851</td>
</tr>
<tr>
<td>Fax:</td>
<td>714-634-2595</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Lauren Pollack</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:lauren@eddienashfoundation.org">lauren@eddienashfoundation.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.eddienashfoundation.org">www.eddienashfoundation.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
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</tbody>
</table>

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

**Other Hours:**
- ☑ M-F Evenings (5pm-10pm)
- ☑ M-F Nights (10pm-9am)
- ☑ Weekend evenings (5pm-10pm)
- ☑ Weekend nights (10pm-9am)

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

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

**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.
<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Case Management</strong></th>
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<tbody>
<tr>
<td>Address:</td>
<td>341 Hillcrest Street</td>
</tr>
<tr>
<td></td>
<td>La Habra, CA 90631</td>
</tr>
<tr>
<td>Phone:</td>
<td>(562)691-3263 ext. 105</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)690-5063</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Cinthya Islas</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:cislas@garycenter.org">cislas@garycenter.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.garycenter.org">www.garycenter.org</a></td>
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<tr>
<td>Paid Internships Available:</td>
<td>No</td>
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<tr>
<td>Background Clearance:</td>
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</table>

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

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

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

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

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

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>After School Program</th>
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<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>2101 - A E. Fourth St., Santa Ana, CA 92705</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(714)543-3807 X 8142</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>(714)242-7690</td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Chris Melendez</td>
</tr>
<tr>
<td><strong>E-Mail:</strong></td>
<td><a href="mailto:cmelendez@thinktogether.org">cmelendez@thinktogether.org</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.thinktogether.org">www.thinktogether.org</a></td>
</tr>
<tr>
<td><strong>Paid Internships Available:</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**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 Nitos, 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 RESPONSIBILITES:**
- 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.

Revised: 11/19/2015  15-16
**Thomas House Temporary Shelter**

**Internship Program:** [Children's Homework Program Assistant]

- **Address:** 12601 Morningside Ave. #6
  Garden Grove, CA 92843
- **Phone:** (714) 554-0357 x104
- **Fax:** (714) 265-0640
- **Supervisor:** Phuong Tran
- **E-Mail:** phuong@thomashouseshelter.org
- **Website:** www.thomashouseshelter.org
- **Paid Internships Available:** No
- **Hours Interns Can Work:**
  - M-F Regular Business Hrs (9am-5pm)
  - M-F Evenings (5pm-10pm)
  - M-F Nights (10pm-9am)
  - Weekend days (9am-5pm)
  - Weekend evenings (5pm-10pm)
  - Weekend nights (10pm-9am)
  - Academic year only (Aug/Sept-May/June)
- **Other Hours:** Mon to Thurs. 4:00 to 8:00 pm
  One Saturday per month 10:00 am to 2:00 pm
- **Background Clearance:** Yes

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

**Description of Internship:**

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

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

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

**Agency Mission:**

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

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

Other Hours:

Through this Internship, Students Gain Experience With:
- [✓] Elderly Services
- [✓] Families/Couples
- [✓] Substance Abuse
- [✓] Counseling Services
- [✓] Administrative/Computers
- [✓] Tutoring Services
- [✓] Recreation Programs
- [✓] Person w/ Disabilities
- [✓] Terminal illness, Hospice

Description of Internship:

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

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

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

I DAY TRAINING REQUIRED: To be paid by Vitas

Agency Mission:

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

Revised: 11/19/2015 15-16
WE CARE FAMILY SUPPORT CENTER

Internship Program: WE CARE FAMILY SUPPORT CENTER
Address: 3788 Cerritos Ave.
Los Alamitos, CA 90720
Phone: (562)598-9790
Fax: (562)596-9918
Supervisor: Rob Lowenberg
E-Mail: rob@wecareoflosalamitos.org
Website: www.wecareoflosalamitos.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: Case management
☐ Health Issues ☐ Counseling Services ☑ Administrative/Computers

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

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

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

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

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

VISION STATEMENT: We Care’s vision is to identify how to administer the basic services needed to prevent homelessness. We provide the underprivileged and the poorest members of society with the financial support they need to prevent them from losing their homes.
<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Family Oasis Family Resource Center (Family Oasis FRC)</strong></th>
</tr>
</thead>
</table>
| 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 |
| 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:**
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)

Other Hours:

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

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

Internship Program: Through this Internship, Students Gain Experience With:
- Elderly Services
- Health Issues
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Person w/ Disabilities
- Overview of a thriving, Multi-Purpose Senior Center with Intergeneration program.

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

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

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

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

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

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

**Through this Internship,**

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

**Students Gain Experience With:**

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

Description of Internship:
The student can choose to intern in these 3 areas:

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

Duties:
*Under the direction of the Outreach Navigator, engages and offers services and housing to all the individuals identified at locations within the Program's areas of responsibility.
*Maintains clear and complete 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 frequently 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.

Revised: 11/19/2015   15-16
<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>After School Tutorial Program - Orange Grove School</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>10626 Orange Grove Ave, Whittier, CA 90601</td>
</tr>
<tr>
<td>Phone:</td>
<td>(562) 789-3200 x3202</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)789-3205</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Raquel Gasporra</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:rgasporra@whittiercity.net">rgasporra@whittiercity.net</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.whittiercity.k12.ca.us">http://www.whittiercity.k12.ca.us</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

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

**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

<table>
<thead>
<tr>
<th>Through this Internship</th>
<th>Students Gain Experience With</th>
<th>Description of Internship</th>
<th>Hours Interns Can Work</th>
<th>Other Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Children/Youth</td>
<td>☐ Families/Couples</td>
<td>Interns will provide instruction to individuals or small groups of students under the direction of a certificated teacher.</td>
<td>☑ M-F Regular Business Hrs (9am-5pm)</td>
<td>Also a Summer School Program - end of June - July, from 8am to 12:15pm</td>
</tr>
<tr>
<td>☐ Elderly Services</td>
<td>☐ Substance Abuse</td>
<td>Interns will assist the classroom teacher during school hours.</td>
<td>☐ M-F Evenings (5pm-10pm)</td>
<td></td>
</tr>
<tr>
<td>☐ Health Issues</td>
<td>☐ Counseling Services</td>
<td></td>
<td>☐ M-F Nights (10pm-9am)</td>
<td></td>
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<tr>
<td>☐ Person w/ Disabilities</td>
<td>☑ Recreation Programs</td>
<td></td>
<td>☐ Weekend days (9am-5pm)</td>
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<tr>
<td></td>
<td>☐ Administrative/Computers</td>
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<td>☐ Weekend evenings (5pm-10pm)</td>
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**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 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
Students Gain Experience With: □ Elderly Services  □ Substance Abuse  □ Recreation Programs  Other:
□ 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.
**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

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

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**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.

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**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)

Internship Program: **Service Learning Internship**
- 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

**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:** Sat 9-1pm

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

**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

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: OPEN HOURS -  
M+W 11:30am - 6:30pm  
T+Th 11:30am - 5:00pm

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
Women's Pregnancy Care Clinic

**Internship Program:** Stepping Stones

- **Address:** 16147 E. Whittier Blvd.  
  Whittier, CA 90603
- **Phone:** (562) 902-2273  
  **Fax:** (562) 902-7847
- **Supervisor:** Claudia Zamudio
  **E-Mail:** wpccsscoordinator@gmail.com
  **Website:** www.pregnancycareclinic.net

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

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

**Background Clearance:** No

**Through this Internship, Students Gain Experience With:**
- [x] Children/Youth
- [ ] Elderly Services
- [ ] Families/Couples
- [ ] Substance Abuse
- [ ] Tutoring Services
- [x] Counseling Services
- [x] Administrative/Computers
- [ ] Person w/ Disabilities
- Other: Working mostly with women and youth. Counseling is done through a mentorship program.

**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

**Address:** PO Box 6103  
Orange, CA 92863  
**Phone:** (714) 992-1939 x 119  
**Fax:** (714) 992-0525  
**Supervisor:** Sandy Ruiz  
**E-Mail:** sruiz@wtlc.org  
**Website:** [http://www.wtlc.org](http://www.wtlc.org)

Paid Internships Available: No  
Background Clearance: Yes

### Internship Program:

<table>
<thead>
<tr>
<th>Through this Internship</th>
<th>Students Gain Experience With</th>
<th>Description of Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>✓</strong> Children/Youth</td>
<td><strong>✓</strong> Families/Couples</td>
<td>INTERNS WILL:</td>
</tr>
<tr>
<td></td>
<td><strong>✓</strong> Substance Abuse</td>
<td>• Answer Hotline</td>
</tr>
<tr>
<td></td>
<td><strong>✓</strong> Tutoring Services</td>
<td>• Complete Intakes</td>
</tr>
<tr>
<td></td>
<td><strong>✓</strong> Person w/ Disabilities</td>
<td>• Give Resources</td>
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<tr>
<td></td>
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<td>• Enter Clients</td>
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<td>• Co-Facilitate Groups</td>
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<td>• Assist with Children’s Program (Optional)</td>
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<td>• Shadow/ Assist Case Managers</td>
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<td>• Translation (If bi-lingual)</td>
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<td>• 40- hour Domestic Violence Training</td>
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<td>• Face-to-face Client Interaction</td>
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<td>• And More….</td>
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</table>

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

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

### 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.

### Agency Mission:

WTLC is a residential emergency shelter program for victims of Domestic Violence or Human Trafficking and their children. We serve up to 50 people at any one time. We have 24-hour hotline/crisis counseling and give many referrals, as well as screen for placement. We offer Domestic Violence Case Management, Counseling, and an Educational Program for our clients and their children.
Working Wardrobes 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: 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:
☐ Children/Youth ☐ Families/Couples ☑ Tutoring Services ☑ Person w/ Disabilities
☐ Elderly Services ☐ Substance Abuse ☐ Recreation Programs Other:
☐ Health Issues ☑ Counseling Services ☑ Administrative/Computers

Description of Internship:
Interns will assist 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 work experience and great networking opportunities
* Refine and expand your skill set
* Gain a competitive advantage as you start your career
* Have access to our career resources and Intern Business & Development Workshops
* Receive a clothing allotment to build your professional wardrobe.

To apply, please submit the following materials to susiet@workingwardrobes.org, or fax to 714-434-2870.
* Completed student intern application
* Cover letter
* Current resume
* Writing sample
* Additional documents if required

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

Address: 3030 Pullman Street
Costa Mesa, CA 92626

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

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

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

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 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.
**Special Event Intern**

Through this Internship, students gain experience with:

- Children/Youth
- Elderly Services
- Health Issues
- Families/Couples
- Substance Abuse
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Person w/ Disabilities
- Job training / motivational counseling; Victim Assistance

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  

**Background Clearance:** Yes

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

**Other Hours:** M-F 2:30-6:00 pm  
Minimum of 1 hr/wk  
Minimum of 1 semester commitment. 2 semester's preferred

**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:**  
- **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
Background Clearance: Yes

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

Description of Internship:
- 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.

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
**Internship Program:** Day of Service Planners

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

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

**Supervisor:** Norma Ruiz  
**E-Mail:** nruiz@anaheimymca.org  
**Website:** http://www.anaheimymca.org

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

**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)  
**Other Hours:** M-F 2:30 - 6:00 PM

**Through this Internship:**

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

**Description of Internship:**

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

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

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

**Internship Program:** GOAL Getters Mentoring Program  
**Address:** 240 S. Euclid Ave.  
Anaheim, CA 92802  
**Phone:** (714) 635-9622  
**Fax:** (714) 635-8151  
**Supervisor:** Norma Ruiz  
**E-Mail:** nruiz@anaheimymca.org  
**Website:** http://www.anaheimymca.org  
**Paid Internships Available:** No  
**Background Clearance:** Yes

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<th>Hours Interns Can Work:</th>
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<tr>
<td>M-F Regular Business Hrs (9am-5pm)</td>
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<td>Weekend nights (10pm-9am)</td>
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<td>Academic year only (Aug/Sept-May/June)</td>
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**Other Hours:** Mon.-Fri. 2:30-6:00pm

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<th>Through this Internship:</th>
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<tr>
<td>☑ Children/Youth</td>
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<td>☑ Tutoring Services</td>
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<td>☐ Elderly Services</td>
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<td>☐ Health Issues</td>
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<td>☐ Counseling Services</td>
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**Description of Internship:** Serve as a mentor to provide students assistance with homework, encouragement, and support towards building self-esteem, career aspirations and healthier lifestyle choices. Mentors will also participate in guided group activities four Saturdays during the year.

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

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

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

**Internship Program:** Service Learning Coordinators

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

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

**Supervisor:** Norma Ruiz
**E-Mail:** nruiz@anaheimymca.org
**Website:** http://www.anaheimymca.org

**Paid Internships Available:** No

**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 9-6pm
Occasional Saturdays

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

**Students Gain Experience With:**
- Health Issues
- Counseling Services
- Administrative/Computers
- Person w/ Disabilities

**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.
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

Other Hours: Flexible during evening M-F and weekends for workshops and events

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:**
- Children/Youth
- Counseling Services
- Recreation Programs

**Students Gain Experience With:**
- Elderly Services
- Substance Abuse
- Tutoring Services
- Administrative/Computers
- Person w/ Disabilities
- Victim Assistance

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

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

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

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

Our motto:
- E - Empowering and educating women and children
- M - Moving towards healing and autonomy
- P - Providing practical coping skills
- O - Overcoming oppression
- W - Women working hand and hand to accomplish a common goal
- E - Equality for all people
- R - Respecting and accepting each other
- M - Managing the obstacles and problems that occur in our lives
- E - Elimination of domestic violence
- N - Nurturor
- T - Tolerance

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

Internship Program: **WINGS Outreach Program**

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

**Phone:** (626)338-3123 x150  
**Fax:** (626)338-5419  
**Supervisor:** Jenica Morin-Pascual  
**E-Mail:** jenicamorin@ywcasgv.org  
**Website:** www.ywcasgv.org

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

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

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: Women population  
☐ Health Issues  
☐ Counseling Services  
☐ Administrative/Computers  
Teen groups; Victim Assistance

**Description of Internship:**

INTERNS WORK WITH:

* 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
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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 15-16 283
Internship Program: **WINGS Residential Program**

| Address: | PO Box 1464  
West Covina, CA 91793 |
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<tr>
<td>Phone:</td>
<td>(626)338-3123 x150</td>
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<tr>
<td>Fax:</td>
<td>(626)338-5419</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Jenica Morin-Pascual</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:jenicamorin@ywcasgv.org">jenicamorin@ywcasgv.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.ywcasgv.org">www.ywcasgv.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
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<tr>
<td>Background Clearance:</td>
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</tbody>
</table>

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

**Availability is 24 hours**

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

- 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