



Position Description

Internship

INTAKE SPECIALIST INTERN

April 2017

FSLA Status – Non-Exempt

Hourly - \$10* (20 – 40 hours a week depending on length of semester and educational requirements)

Summary

Atlantis Community, Inc., has been the Center for Independent Living in the Denver Metropolitan area for over 40 years. We support the right of people with disabilities to take control over their own lives with full and informed consent by providing advocacy, education, transition services, information and referral, and peer support.

As an Intern you will be engaging with the Independent Living Staff by providing support during the intake process, information and referral, and answering phone calls. This is an exciting opportunity for anyone looking to increase their real world knowledge working with consumers. Intern will gain hands-on experience in the field of Human Services working specifically with people with disabilities.

Essential Duties and Responsibilities

- Sit in with the I.L. Manager during intakes and collect consumer demographic information as well as goals that are outlined by the consumer
- Conduct new consumer intakes after initial training
- Becoming familiar with all aspects of ACI's programs and services in order to best assist consumers in understanding their level of independence on a continuum as well as anticipating their service needs when performing intakes
- Must be able to identify Independent Living goals and what services and resources are available in the community to help reach goals
- Provide detailed information to consumers about home and community based services, waiver services, SNAP benefits, Social Security Administration Guidance, and other long term care benefits
- Responsible for data entry
- Responsible for keeping strict confidentiality of all protected information concerning consumers, staff, and volunteers in accordance with the confidentiality agreement and all State and Federal regulations
- Participate in ACI Staff Meetings, Program Meetings, and Staff Trainings
- Demonstrate a commitment to the philosophy of independent living, including consumer control, peer support, self-determination, equal access, individual and systems advocacy

- Must be knowledgeable about our 5 core services

Qualifications

Knowledge, Skill and Ability

- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships with other employees and residents
- Willingness to learn about community resources
- Excellent verbal and written skills
- Knowledge of experience with basic computer skills and communication

Education and/or Experience Required

- Bachelor's Degree and/or pursuing Masters in Human Services, Social Work or in a related field
- Familiarity of Independent Living Skills
- Personal experience with the disability and/or community preferred
- Experience with maintaining confidential records
- Bi-lingual preferred

Physical Demands

- Must be able to sit for 30-60 minutes at a time at a desk
- Must be able to practice self-care techniques at work to avoid occupational burnout

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, working environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Important Notes

- This position is an internship, (20 – 40 hours a week depending on length of semester and educational requirements)
- Hours are Monday through Thursday, 8:30AM - 5PM and Friday, 8:30AM – 4PM
- Summer/Fall 2017
- Experience in Human Services is helpful
- Please inquire about how internship can be used for educational credit

*Paid internship available until June 30th, after that internship is still available but will not be paid.

To Apply

Submit a resume and cover letter to candie@atlantiscommunity.org. People with disabilities are encouraged to apply. Please include the position title in the subject line.