



PURPOSE OF POSITION: To perform support to programs and program staff in the areas of outreach, case management and clerical duties. Programs benefiting from an intern would include but are not limited to: Community Reintegration, Traumatic Brain Injury Case Management Services, Information & Referral, ITAC Free Amplified Phone Program, and/or the Personal Assistant Referral Program.

POSITION PARAMETERS: Reports directly to the County Manager and/or Program Coordinator in our DeKalb, Stephenson, and or Winnebago Offices; Unpaid Internship; Flexible hours; Mileage & expenses reimbursed.

MINIMUM QUALIFICATIONS:

- Currently working on a degree in a field related to the positions job activities, OR, to obtain work experience;
- Excellent written and verbal communication skills and the ability to present information in a clear, concise manner;
- Literacy in computer applications including word processing, excel, and database management;
- Ability to handle multiple tasks;
- Professional manner in dress and when interacting with others both inside and outside of the organization;
- Reliable transportation;
- Good team working skills;
- Self-motivated;
- Personal experience and/or an intimate knowledge of disabilities;
- Strong desire to see the Independent Living Philosophy carried out in the community.
- Bi-lingual desired

JOB ACTIVITIES AND PERFORMANCE INDICATORS:

A. Assist with monthly case management contacts.

- PI. Monthly check in calls.
- PI. Attend home visits with staff.
- PI. Assist consumers with recruiting and hiring Personal Assistants
- PI. Updating the consumer's goals/needs in case file.
- PI. Consumer contact documentation in case management database.
- PI. Completing applications for birth certificates, housing, and or safelink.
- PI. Assisting program staff with assembling furniture for upcoming reintegrations
- PI. Assisting transition staff with pre-move and move out activities (shopping, errands, furniture deliveries, etc)
- PI. Perform other case management duties as assigned.

B. Information and referral source for consumers.

- PI. Research resources and options to aid in meeting consumers needs and goals.
- PI. Maintain updated lists and other written materials (i.e., durable medical equipment provider list, RAMP builders list) that are often requested by the community.
- PI. Market the Personal Assistant (PA) Referral Program to potential PA's

C. Outreach for assigned programs

- PI. Contact organizations, nursing homes, & other entities as directed
- PI. Gather outreach materials for upcoming presentations & booths.
- PI. Attend community outreach events as assigned.

D. Provide clerical support to program staff.

- PI. Assist in typing correspondence, statistical reports, setting up and maintaining filing systems, faxing, telephone contacts, etc.
- PI. Maintain work area and equipment in a neat, clean and orderly manner.
- PI. Setting up home visit appointments

Revised: 3.13.20