Position Description: **Case Aide Intern** – Allegheny, Greene, Washington, Beaver, Butler, Lawrence, St. Josephs House of Hospitality

Date: Ongoing

**Mission**
Catholic Charities is the primary social service agency of the Diocese of Pittsburgh, serving all, regardless of religious affiliation, at their time of great need.

**Primary Function:**
Works under the guidance of program staff to provide assistance with case management to ensure that clients are linked with appropriate resources.

**Responsibilities:**
*Intern positions and responsibilities can be altered to fit an individual needs and skills set.*

1. Assist caseworkers and staff members in providing services for Catholic Charities clientele in order to link inquiries with appropriate resources.
2. Assesses requests for service to determine applicant eligibility.
3. Documents client and service coordination information in a timely, comprehensive, and accurate manner to ensure compliance with program standards, under supervision of caseworkers.
4. Write and review case notes under supervision of caseworkers.
5. Files correspondence, documents, and participant records in appropriate file to assure proper access and retrieval of materials.
6. Answers the telephone, routes calls, and provides routine in-take services in a courteous and professional manner to assure a high standard of communication with the public.

**Reporting Relationship:** County/Program Director (unless otherwise discussed)

**Minimum Qualifications:**
- Must be comfortable working with a diverse population
- Understanding of problems, conflicts and life experience of client populations (preferred).
- Act 33 and Act 34 clearances required. Mandated Reporter, Real Alternatives, and FBI Fingerprints may also be needed depending on student placement.
- Must be in an approved Masters, Bachelor or Associates Level degree program
Intern Position: **Counseling – Master’s Level**  - Greene, Washington, Beaver and St. Josephs House of Hospitality
Date: Ongoing

**Mission**
Catholic Charities is the primary social service agency of the Diocese of Pittsburgh, serving all, regardless of religious affiliation, at their time of great need.

**Primary Function:**
Provide at a skilled level assessment of clients and their needs; utilizing communication skills with individuals and families. Assessing and following through with goal plans.

**Client Population:**
The services of the Family Therapy Program are directed to clients who are experiencing emotional difficulties, marital or family conflict, or other relationship issues. The clientele of this program includes adults, adolescents and children. Clients in active substance addiction and those with chronic or severe mental illness are referred to programs outside of Catholic Charities, more specifically geared to their needs. Clients with addictive behavior not related to drugs or alcohol (e.g., gambling or sexual addictions) may be served at Catholic Charities with prior approval of the Director of Counseling.

**Duties:**
All volunteers are responsible for complying with policies and procedures established by Catholic Charities. Volunteers are required to abide by the Code of Ethics set forth by Catholic Charities USA; further volunteers must adhere to the social teachings of Catholic Charities while holding a position within the organization. Regardless of personal religious affiliation an individual is required to uphold the social teachings of the Catholic Church, including the value for life and respect for every individual.

**Responsibilities:**
1. Develops accurate assessment of clients in a timely manner to ensure appropriate and differential planning and treatment for each client.

2. Develops treatment plans while working one on one with clients.

3. Utilizing excellent listening and writing skills for required documents.

4. The ability to meet deadlines; document properly; to be respectful and refrain from being
judgmental. To display initiative. To ask questions and listen to the answers.

5. Prepares for and participates in case conferences or treatment team meetings and supervisory sessions to meet client needs and program requirements.

6. Provides appropriate contacts with referral sources and community agencies to ensure continuity of care.

7. Maintains expected levels of service to clients to ensure efficient, effective utilization of resources.

8. Prepares reports, statistical forms, and other documents to provide accurate and current client data.

9. Conducts group services to provide specialized therapeutic intervention with appropriate clients.

10. Provides information to persons requesting counseling services either by telephone or in-person to facilitate entry into appropriate services.

11. Assist with answering phones and providing occasional case management services

**Reporting Relationship:** County/ Program Director

**Minimum Qualifications**
- Master's or Pursuing a Degree in Social Work/Psychology or a related clinical field from an accredited institution.
- Must be comfortable working with a diverse population
- Abide by Catholic Charities Code of Ethics and Social Teachings of the Catholic Church
- In some cases, LCSW, another PA clinical licensure, or a commitment to obtain the appropriate licensure within time period prescribed by Catholic Charities.
- Act 33 and Act 34 clearances
- Valid driver's license.
CATHOLIC CHARITIES OF THE DIOCESE OF PITTSBURGH
INTERNSHIP POSITION DESCRIPTION

Position: **Parenting and Pregnancy Support**  Allegheny, Washington, Beaver, Butler Greene, Lawrence County Offices
Date: Ongoing

**Mission**
Catholic Charities is the primary social service agency of the Diocese of Pittsburgh, serving all, regardless of religious affiliation, at their time of great need.

**Primary Function:**
Gain valuable hands on experience working with program director and staff to offer support and assistance to women who are possibly pregnant, pregnant, or parenting an infant up to age one, and to the biological fathers.

**Responsibilities:**
*Positions and responsibilities can be altered to fit to a volunteer’s individual needs and skills set.*

1. Works with program director and staff to provide direct client support providing emotional support and tangible assistance.

2. Keeps appropriate data on client demographics and services provided, as well as referrals. Monitors program data as required and forwards appropriate information to staff to assure compliance with program requirements.

3. Coordinates and instructs appropriate individual and group training courses.

**Reporting Relationship:**  Program Director or County/Program Coordinator

**Minimum Qualifications:**
- Strong word processing, typing, spelling and grammar skills
- Working knowledge and ability to use Microsoft Office Products
- Appropriate computer skills
- Must be comfortable working with a diverse population
- Must obtain Act 33 and Act 34 and FBI Fingerprint clearances. Will be certified on Real Alternative training and Mandated Reporter Training