The Salvation Army  
Western Pennsylvania Division

Job Title: Social Work Internship

Supervisor/Department Head: EDS Director

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SCOPE AND PURPOSE OF POSITION:

Responsible for activities related to the Homeless Outreach Program. Interview, assess, collect client data, and formulate plan of action appropriate for the client. Must be able to work with clients who are involved with other social service systems, mental health, and adults in crisis. Also responsible for case referral and coordination of services amongst other social service agencies.

Essential Duties and Responsibilities:

- Conduct all aspects of The Salvation Army Social Services Ministry
- Work in conjunction with The Salvation Army Social Services Department
- Coordinate with other agencies that provide services for the homeless population
- Maintain statistics pertaining to services rendered to persons in need of assistance
- Record and maintain client files according to Salvation Army Standards
- Coordinate all phases of the Homeless Outreach Program
- Interview clients and assist in empowering clients to resolve the crisis with which they are confronted. This may include but should not be limited to meeting the immediate need, job placement, family budgeting, participation in other Salvation Army programs, referral to other organizations, etc.
- Order and purchase all food and supplies relevant to the program
- Keep detailed mileage reports
- Salvation Army policies pertaining to confidentiality, release of information, and retention and/or destruction of records must be strictly adhered to. If client files are subpoenaed, the files are not to be released except on instruction of the Directors of EDS and or Social Services

Knowledge, Skills, and Abilities:

- Ability to work with Homeless individuals and families,
- Familiarity with alcohol, drug, and mental health issues,
- Able to obtain Act 33 and 34 clearances,
- Understanding of and sensitivity to the needs of the homeless population,
- Ability to work with people of diverse social backgrounds and professional levels,
- Must have valid Pennsylvania Driver’s License,
• Ability to work on multiple projects accordingly,
• Knowledge of Microsoft computer applications,
• Must have good time management skills,
• Must be able to adapt to various work locations, settings, and hours.

Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.