

Social Work Program

Position Title: Social Work Program Intern

Main Location: LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

Time Commitment:

- 10 weeks: June 10th – August 16th
- Full time (40 hours/week)

Position Details:

At LifeMoves, our objective is to break the cycle of homelessness by providing shelter and comprehensive support programs while treating each participant with dignity and respect. The Social Work Program Intern will support the Director of Social Work Services around two primary projects; the first will focus on increasing client access to mental health resources and other services, and the second will focus on preparing for LifeMoves Fall 2019 Master of Social Work (MSW) intern cohort to begin.

Primary Responsibilities Include:

- Evaluate current mental health referral processes and assist in implementing changes
- Update and expand mental health resources options
- Plan and provide administrative support around Fall 2019 MSW intern program launch
- Complete special projects and provide organizational support as assigned

Position Requirements/Preferred Skills:

- HS Diploma and some college
- Interest in social work, mental health, and/or program development and implementation
- Interest in advocacy for the homeless
- Professional and responsible demeanor
- Strong writing and communication skills
- Ability to multitask
- Resourcefulness
- Highly organized and detail oriented
- Basic proficiency in Microsoft Office; Strong Excel skills a plus
- Experience with project management
- Flexibility
- Creativity

Learning Outcomes:

- Gain an understanding and skills around cross-department program implementation
- Learn how social work and mental health-related programming are integrated across LifeMoves sites
- Gain exposure to planning educational events and trainings
- Exposure to senior staff and the operations of a leading nonprofit organization
- Networking opportunities for career development

Supervisor: Eve Stoller, Director of Social Work Services