



Internship: Community Case Manager

Catholic Charities calls the community to action to join us in addressing the root causes of poverty, hunger, and homelessness by serving, educating, and empowering all those in need

Position: Community Case Manager Internship (*unpaid*)

Location: Cardinal Farrell Community Center

Time commitment: As discussed and agreed upon by on-site supervisor.

Site hours: Monday – Thursday: 7:30- 5:30 P.M.

Fridays 8:00 AM – 3:00 PM

* Saturdays and Sundays: Depending on the Recruitment Schedule and availability*

MSW and BSW Supervision Available

Language: English or Spanish, Bilingual Preferred

On Site Supervisor: Angelica Arzola MSW

aarzola@ccdallas.org

Task Supervisor: Amy Melendez MSW

amelendez@ccdallas.org

Mission: Educational Services

Our Educational Services at Catholic Charities Dallas are committed to answering the call for high-quality literacy programs with a dual-generation approach. Through intentional program design, we have established impactful literacy programs currently serving 12 communities across the counties of Dallas, Collin, Ellis, and Kaufman. It is our mission to partner with parents to build a strong literacy foundation for their families to help lead both generations toward a promising future. Together we are building a stronger community.

Internship Description

Case managers on the team will work with all the families in the program and work on a one-to-one basis depending on the need and level of case management. Such as if the family is dealing with inability to pay rent, job loss, emotional concerns such as depression, or other significant needs. Will also provide an open and safe space to discuss, evaluate, and help with necessary resources. Case manager intern will work closely with case manager on the team, for the diverse populations TWB serves. Interns will be given intermediate to extensive individual level caseload to work from. Intern will also facilitate intervention referrals and network with other community partners. Interns will also be asked to help and support other components of Together We're Better.

Values of a Successful Intern

- Service – Giving of ourselves and welcoming all.
- Compassion – Treating all with empathy, care and consideration.
- Integrity – Doing what is just, honest and merciful.
- Respect – Acknowledging the dignity and worth of every person.
- Commitment – Giving attention, energy and passion to all we do

Intended Outcome

There are nearly 70,000 children under the age of 5 living in poverty in the nine counties the Diocese of Dallas is serving. We are doing all we can to assist these children and their families with basic life skills. We help TWB families navigate the stigma and the many difficulties of poverty deprivation. As a Community Case Manager Intern, you are directly working to support the TWB families in need. Your service as a Community Case Manager Intern lightens the load and increases staff capacity to provide support to the communities we serve. Within this placement you will improve interpersonal skills, using social work techniques, and work with compassion. With help like yours, we are organized, efficient, and prepared for providing enrichment and high-quality services to those in need. We help make a difference in families that are in crisis or in need of support with any aspect of their life. Our goal is to serve at least 1,400 people each year by going into low-income, high needs communities.

Required Training

- Praesidium Abuse Prevention Training (in-person with Compliance Specialist)
- Praesidium Safety Equation Training (online)
- Preventing & Responding to Sexual Abuse & False Allegations (PSA online; done every 6 months)
- Mandated Reporting (DFPS online)

How to Apply

Please send the following items to the Volunteer Manager: volunteer@ccdallas.org

- Resume
- Internship you would like to apply for
- School requirements if using internship to receive school credit.
- Internship length and time commitment
- Goal Statement of what candidate would like to accomplish with an internship at Catholic Charities Dallas.

Process Steps

1. Application is reviewed by Catholic Charities Staff.
2. After review, program staff will directly contact candidate.
3. An interview will be set up with the program manager and intern.
4. After successful completion of the interview and both parties choose to move forward, you complete your internship on boarding of : background check, online training, submit 3 references that will be contacted as character references.
5. You will then be formally placed in the internship and can begin on a previously approved start date.