

Senior Community Service Employment Program Student Internship

About ACCA

The Athens Community Council on Aging has, throughout its history, coordinated a wide variety of programs and services for older adults and adults with disabilities in Northeast Georgia. ACCA's history of successful program administration and innovative service delivery has made it one of the leading agencies of its type in the Southeast.

About Senior Community Service Employment Program (SCSEP)

ACCA's Senior Community Service Employment Program offers valuable job training and education to low-income seniors (55+) with certain barriers to employment. Participants can earn a modest income while training through local non-profit or government agencies in preparation for finding permanent gainful employment. SCSEP staff are responsible for monitoring participants' progress through case management, periodic skills assessments, and referrals, as needed to social services ensuring participants are well-equipped to enter today's workforce.

Internship Objectives

The objective of this internship is to provide the student with practical knowledge that supplements his/her coursework and provides experience working with the diverse population served by ACCA. The student will gain a greater knowledge of a social service job training program, senior community member needs and community services available to meet their needs, basic documentation for a social service program, and case management for a social service program. Interns majoring in Office Administration or related field will gain a greater knowledge of administrative and clerical procedures and systems through managing files and records, providing customer and personal services, business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.

Requirements

This internship requires:

- Current enrollment in a relevant degree program at an accredited college or university
- Completion of all ACCA paperwork and training, including clearing a background check
- Strong interpersonal and communication skills
- Working knowledge of Microsoft Word and Excel
- The ability to work with a wide variety of individuals of various backgrounds and abilities

Responsibilities

The responsibilities of the Intern include, but are not limited to:

- Assist the SCSEP director in providing one on one case management services such as résumé writing and job search assistance, social services referral and advocacy, as well as case notes.
- Assist in developing and maintaining data tracking tools and filing for program participants

- Participate in new client interviews, present the program to outside agencies and organizations when requested.
- Provide support to callers regarding inquiries about SCSEP and eligibility.
- Tracking and reporting intern hours for ACCA and course requirements

Time Commitment

This is a semester long internship opportunity. ACCA and your assigned program will work with you to establish a schedule that ensures you fulfill your course requirements.