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 engage in paid training through local non-profit or government agencies in preparation for finding permanent employment. SCSEP staff monitor participants' progress through case management, periodic skills assessments, and referrals, as needed to social services ensuring participants are well-equipped to enter the 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 resources, basic documentation and case management for a social service program, and administrative and office procedures and systems.

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 and MVR 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 assessing clients for job-readiness, employment history and barriers to finding gainful employment.
- Develop and implement basic computer and job skills training modules for participants.
- 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. Some travel required within the 12 NEGA service area.
- Provide support to callers regarding inquiries about SCSEP and eligibility.
- Tracking and reporting intern hours for ACCA and course requirements

Time Commitment

This opportunity is offered a semester or academic year placement. ACCA and your assigned program will work with you to establish a schedule that ensures you fulfill your course requirements.