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| Job Title | MSW Intern - Intake Specialist |
| Employer/ Agency | Combined Arms Houston |
| Job Description | <p>Our internship program provides real-world, hands-on social services training. Interns are fully integrated into our resource center and work side by side with our experienced staff, member organizations, learning important professional skills, practice and ethics while serving the Veteran, Active Duty, Reservists, National Guardsmen population and/or family members.</p> <p>The unpaid position supports the Social Services Manager of the organization in working with clients on a daily basis.</p> <p>During the internship, interns will have the opportunity to learn more about veteran and military culture, resources available to veterans including from the Veterans Administration (VA), mental health, trauma, organizational community collaboration, and community collective impact. They will also provided opportunities to establish professional contacts in the veteran community and from the VA.</p> |
| | <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Assessing, engage, and follow up with clients who request assistance in housing, financial assistance, mental health support, and/or critical resources via in-person, phone, email, or text (micro); 2. Reviewing and documenting client electronic patient files to track and monitor progress of clients in the community information exchange system (micro); 3. Supporting and walking through client in creating online profiles and taking assessments through our portal system (micro); 4. Support Vet Connect Day and other special events hosted at our facility (micro); 5. Checking and creating cases/ referrals in the community information exchange system to connect clients to needed resources (micro); 6. Participating in off-site outreach events to help market and spread information about Combined Arms (micro); 7. Greet walk-in visitors and direct them to their meeting space within co-working space; 8. Attend quarterly collaborative committee meetings consisting of our member organizations (mezzo), Houston's Mayor's Challenge Committee meetings (macro), legislature and policy maker meetings to observe and learn (macro); 9. Support existing research studies, Operation Deep Dive, on veteran suicides in the Houston area (macro); 10. Opportunities to attend trainings, meetings, and special events hosted by other organizations in the community, 11. Exposure to all three levels of social work: micro, mezzo, and macro. |

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| Qualifications | <ol style="list-style-type: none"> 1. Only available to students in Social Science, Psychology, Sociology, Public Health, and Social Work majors, Bachelor and Masters levels; 2. Interest in serving the veteran community, preferably a veteran; 3. Strong writing, computer, and communication skills; 4. Reliable transportation; 5. Able to work independently while in a unique and fun collaborative environment. |
| Salary/Hours | \$0 / Full and Part Time Internships Available |
| Employer/Agency | Combined Arms Houston |
| Address | 2929 McKinney (approximately 1.5 miles from campus) |
| City, State, Zip | Houston, TX 77003 |
| Contact Person | Monique N. Rodriguez, LMSW |
| Contact Title | Social Services Manager |
| Telephone Number | 832-285-9531 |
| Fax Number | none |
| Email Address | mrodriguez@combinedarms.us |
| Application Method | If you would like to apply for an internship with us, please email your resume and a cover letter to Monique Rodriguez, LMSW at mrodriguez@combinedarms.us . Please include the name of your school, type of program (bachelor/ master level) you are enrolled, potential start and end dates, and number of hours required. Please be sure to visit our website, www.combinedarms.us , to become familiar with our organization and our structure. Our working hours are from 8:30AM to 4:30PM Monday to Friday with an occasional Saturday opportunity for extra hours. |
| Opening Date | 08/2019 |

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK