



# PROJECT FOR PRIDE IN LIVING

## Family Support Intern-MFIP Program

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*PPL builds the hope, assets, and self-reliance of individuals and families who have lower incomes by providing transformative affordable housing and employment readiness services.*

<b>Organization:</b>	Project for Pride in Living (PPL)
<b>Program:</b>	MFIP
<b>Schedule:</b>	10-15 hours/week; can be flexibly scheduled between 9 am-5 pm, M-F Fall semester; September-December, flexible start date (full school year option available for social work students)
<b>Supervisor:</b>	MFIP Program Manager
<b>Location:</b>	PPL Service Center, 1035 E. Franklin Ave., Mpls. 55404
<b>FLSA Status:</b>	Unpaid internship

**Summary:** *The intern works with and supports PPL's MN Family Investment Program (MFIP) program, which helps families address barriers through strengths-based case management, individual goal plans and referrals to community resources and services.*

### Responsibilities:

- Meet 1:1 with clients to assist in locating community resources and services including affordable housing and employment. Follow up with clients to support progress.
- Help participants create resumes, set up email and complete job/housing applications.
- Help participants with mock job interviews/navigate thru job search engines.
- Research community resources as requested and update database.
- Assist with coordination of weekly, on-site participant workshops (if needed).
- Create and publish quarterly CTW newsletter.
- Maintain accurate and precise case notes and file documentation as directed.
- Contribute to ongoing program development; actively share suggestions during meetings and through individual projects.
- Light administrative office duties/ assist Case Managers (copies of documents/arranging of case file documentation)
- Data entry of client entry and exit in database and other duties as assigned.
- Support PPL's work and mission by accepting assignments for special projects, committees, etc.
- Maintain professional communication with client, co-workers and partnered service providers.

### Qualifications:

- Must be a self-starter and comfortable with minimal supervision
- High level of attention to detail and follow-through
- Excellent verbal and written communication skills
- Ability to adhere to HIPAA, ADA and data privacy requirements
- No criminal record of gross misdemeanors or felonies
- Ability to access and navigate the internet, online databases, and computer network folders
- Demonstrated proficiency with MS Word, Excel and Outlook

- May occasionally lift and/or move up to 10-25 pounds.

**Education and/or Experience:**

- Pursuing a degree in a social services-related field or social services experience.
- High degree of cultural sensitivity; comfortable working with participants from diverse backgrounds.
- Knowledge of mental illness and chemical dependency issues is helpful.

**Benefits:**

- Gain experience in a community organization with families of diverse backgrounds
- Training, guidance and mentoring from experienced human services professionals
- Professional development experiences may include trainings, workshops, team meetings and events and can be tailored to the intern's goals and field of study.
- Opportunities to do mock overview with Case Manager towards end of internship.

**Application Process:** Please direct questions and resumes/cover letters to Julie Huck at [julie.huck@ppl-inc.org](mailto:julie.huck@ppl-inc.org). The process includes an interview, references and a background check for final candidates. Applications will be accepted until the position is filled.

*Project for Pride in Living is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the organization will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*