

**THOMAS HOUSE  
FAMILY SHELTER**



*Serving Homeless Families with Children  
Since 1986*

**Case Manager Intern**

Through our transitional shelter program, Thomas House works intensively with families providing them with the life skills and resources to become independent. To apply to the program, potential clients must call the hotline. The Case Management Intern makes call-backs and conducts phone interviews.

**Responsibilities**

- Meet with clients weekly.
- Update Case Notes daily.
- Build S.M.A.R.T Goals.
- Check the hotline twice a week (Monday-Friday)
- Conduct phone interviews for potential candidates
- Meet with Senior Case Manager once every week to discuss potential clients.
- Update Employment Room
  - Update job postings; research job fairs or events; research resources in the community; make appointments with residents who need basic computer assistance; organize files in the employment room.
- Update Resource Directory
  - Update resources we already have and research other resources pertinent to the services clients need i.e., free dental clinics, insurance not required medical offices but affordable, etc.
- Research parenting/ life skills presenters in Orange County
- Attend Parenting classes every Thursday (5:30-7pm) (Optional)

**Requirements**

- Fluent in Spanish (preferred)
- Good communication skills
- 6-8 months' commitment
- 14-16 hours per week

**Reports to:** Senior Case Manager

For more information contact Laura Flores at [laura@thomashouseshelter.org](mailto:laura@thomashouseshelter.org)