

Labyrinth Intern

Department: Labyrinth Outreach Services

Reports to: Program Director

DESCRIPTION:

This position will provide support to formerly incarcerated McLean County women by assisting the Program Director and other Labyrinth Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Internship placements may be held in the following areas:

- Mentoring Program
 - Work closely with the Program Director to provide ongoing support to mentors and mentees (formerly incarcerated McLean County women)
- Transitional Housing Program
 - Work with Labyrinth Residential Counselor's and Program Director to provide support, education, and counseling services to the women living in the Labyrinth transitional housing program for formally incarcerated women
 - Involve the residents in healthy lifestyle activities and assist them with their personal progress as they move through the program
- Economic and Employment Assistance
 - Work closely with the Economic and Employment Coach and Program Director to meet the financial and work-related goals of residents
- Case Management
 - Work closely with the Program Director to ensure that goal-related progress is made by residents

QUALIFICATIONS REQUIREMENTS:

To perform this internship successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Student working toward their undergraduate or graduate degree in social work, sociology, psychology, criminal justice, WGS, or similar accredited degree program preferred
- Coursework or internship experience in human services, career counseling, domestic violence, sexual assault, case management, mental health, substance abuse, homelessness, legal/criminal justice system, poverty, or the child welfare system preferred
- Coursework or internship experience in the justice system, addiction recovery, and/or trauma are welcome to apply as mentors; it is recommended that the potential mentor have no court involvement or addiction period for at least 2 years preferred
- Proficiency with e-mail, personal computers, and Microsoft Office is required

LANGUAGE SKILLS:

- Proficiency in English required
- Good verbal and written communication skills required
- Proficiency in at least one other language helpful

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Attend and complete intern specific training (as requested by volunteer supervisor)
- Complete and pass DCFS background check

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this volunteer opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this internship, the intern is regularly required to talk and hear. The intern is frequently required to stand. The intern is required to sit; reach with hands and arms; stoop, kneel, or crouch. The intern must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this internship includes close vision, depth perception and ability to adjust focus.

This position requires a reliable mode of transportation.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The office for this position is located at 616 W. Monroe St Bloomington, IL 61701.

TO APPLY:

Submit a resume, cover letter, writing samples, and YWCA intern application to Human Resources. Applications can be downloaded: www.ywcamclean.org

Human Resources
YWCA McLean County
1201 N Hershey Road
Bloomington, IL 61704

Email: ywcajobs@ywcamclean.org

YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

YWCA McLean County is an equal employment opportunity employer.