



## INTERNSHIP POSITION DESCRIPTION

Intern Position: **Case Aide Intern** – Butler County Outreach

Date: Ongoing

### Mission

Catholic Charities is the primary social service agency of the Diocese of Pittsburgh, serving all, regardless of religious affiliation, at their time of great need.

Our office located in Butler County serves as the Central Intake-Coordinated Entry for those struggling with housing crises or homelessness in Butler County. We oversee the county's waiting list for all housing programs.

### Primary Function:

Works with the homeless and the at risk population. Works under the guidance of program staff to provide assistance with case management to ensure that clients are linked with appropriate resources.

### Responsibilities:

1. Provides case management services for those who are living in shelters, are homeless, or at risk of becoming homeless.
2. Helps manage 22 permanent supportive housing units in the county for chronically homeless individuals and families.
3. Support management of Safe Harbor, an interim shelter that can house 18+ individuals in short term housing.
4. Provides help in the numerous rental assistance programs that can prevent homelessness or re-house someone who was homeless.
5. Assists with Dollar Energy assistance to avoid utility shut-offs and keep people in their homes.

Reporting Relationship: Director of Butler County Outreach, Amber Crowe

Minimum Qualifications:

- Must be comfortable working with a diverse population
- Abide by Catholic Charities Code of Ethics and Social Teachings of the Catholic Church
- Understanding of problems, conflicts and life experience of client populations (preferred).
- Act 33 and Act 34 clearances required

If interested please forward resume and cover letter to Bonnie Rolison [brolis@ccpgh.org](mailto:brolis@ccpgh.org)