



INTERNSHIP POSITION DESCRIPTION

Position Description: **Case Aide Intern** – St. Joseph House of Hospitality, Allegheny County
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.

St. Joseph House of Hospitality is a 60 room facility for men ages 50 and older with limited income, who are homeless or at risk of becoming homeless; are ambulatory; are able to monitor and dispense their own medication; can carry out activities of daily living such as personal hygiene, laundry, etc.

Primary Function: Interns assist staff and case workers at St. Joe's by working with the residents to support their physical health, mental health, and spiritual well-being.

Duties:

All volunteers are responsible for complying with policies and procedures established by Catholic Charities. Volunteers are required to abide by the Code of Ethics set forth by Catholic Charities USA; further, volunteers must adhere to the social teachings of Catholic Charities, including respect for life, while holding a position within the organization.

Responsibilities:

1. Engage residents on a variety of levels to promote self-sufficiency.
2. Help residents to make progress towards their service plan goals.
3. Under supervision of caseworkers, document client and service coordination information in a timely, comprehensive, and accurate manner to ensure compliance with program standards.
4. Under supervision of caseworkers, record case notes in the client database.
5. Create reports as requested.
6. Participate in staff meetings as needed.

7. Assist staff and case managers with special projects as assigned.

Reporting Relationship: Administrator, St. Joseph House of Hospitality

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