

Hispanic Multi-Purpose Service Center

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INTERNSHIP TITLE: *Family Worker/Social Services Assistant*

1. **Program Name:** SWITCH Program
2. **Site Supervisor:** Evelyn Ayala, SWITCH Director
3. **Agency description:**

The Hispanic Multi-Purpose Service Center (HMPSC), a non-profit grassroots organization serving the community for over 27 years, administers an extensive array of programs and activities for needy clients in the Greater Paterson area. HMPSC has a network of strong collaborative relationships with other community organizations, state and local governmental agencies, private enterprise as well as faith based organizations. These relationships combined with its innovative approach to addressing the needs of non-English speaking population offers significant opportunities for its participants to emerge on a path to self-sufficient lifestyles.

The mission of the Hispanic Multi-Purpose Service Center is to serve the needy Hispanic community and other needy residents of Paterson and the Passaic county area with quality social services. The ultimate goal will always be to help clients empower themselves to become self-sufficient and able to contribute to our society as responsible members of their community.

4. **Internship Description:**

This Intern will work under the direct supervision of the program director and assist with the work of the professional staff in helping resident young mothers to prepare for eventual independent living as responsible parents and young adults. Work is confidential and requires maturity, diligence and maturity.

a. Assigned Work Accountability Responsibilities:

Intern will report to Ms. Ayala every day on a timely basis as per this letter and receive instructions from her for your daily work assignments. She will assist Ms. Ayala in providing the support services that our clients require. This will be a team effort and constantly consultation is critical.

For guidance on social work practice and implementation of practice theory and its relevance to her/his work experience the student will meet with Mr. Armando Medina, Manager for Program Development on a monthly basis and/or as needed.

b. Assigned Direct Services Responsibilities:

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- Provide information and referral services for clients in collaboration with your supervisor.
- Plan and implement individual and group counseling sessions addressing individual and group needs and issues.
- Recommend crisis intervention services if you perceive the need arises.
- Help troubleshoot and assist in problem resolution on an ongoing basis

5. Additional Requirements:

Student should have a strong personal and professional interest in the helping professions such as social work, psychology, sociology, teaching, etc.