


# Intake Intern

## POSITION INFORMATION

Employer	Neighbors, Inc.
Division	N/A
Title	Intake Intern
Description	<p>Neighbors is dedicated to helping families in northern Dakota County achieve economic stability, promote self-sufficiency and provide hope and dignity in times of need. We serve about 500 families each month with food, clothing, and other emergency services.</p> <p>During the course of the internship, the Intake Intern will be an integral and supportive member of the team and will identify people's needs, make appropriate referrals, and manage intake data. This is a great opportunity for students interested in human service, social work and public service to gain first-hand knowledge and hands-on experience.</p> <ul style="list-style-type: none"> <li>-Learn and understand the intake process and assist Intake Specialists with counseling process</li> <li>-Answer or return phone calls regarding services</li> <li>-Observe intake meetings in which Neighbors attempts to meet people's needs and our mission</li> <li>-Accurately and confidentially enter information into database</li> <li>-Organize and file paperwork as needed</li> <li>-Assist the front desk by greeting visitors, directing phone calls, answering questions, assisting clients with intake forms, and completing general office tasks including copying and filing</li> <li>-Other duties as assigned</li> </ul>
Location	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>LOCATION</b></p> <p><b>Nationwide</b> no</p> <p><b>City</b> South Saint Paul</p> <p><b>State/Province</b></p> <p>Minnesota</p> <p><b>Country</b> United States</p> </div>
Position Type	Part Time, Unpaid, Internship
Desired Class Level(s)	Sophomore, Junior, Senior
Salary Level	Unpaid 

## HOW TO APPLY

Requested Documents:  
Resume  
Cover Letter

## IMPORTANT DATES

**Posted On:**  
Feb 01, 2017

**Applications Accepted Until:**  
May 04, 2017

## DEFAULT EMAIL FOR RESUMES

mandy@neighborsmn.org

## CONTACT INFORMATION

Employer Neighbors, Inc.  
 Name Mandy Iverson  
 Title Director of Volunteer Programs  
 E-mail [mandy@neighborsmn.org](mailto:mandy@neighborsmn.org)  
 Website <http://www.neighborsmn.org>  
 Phone 651-306-2145  
 Address 222 Grand Avenue West  
 South Saint Paul, MN  
 55075 United States

**Job Function** Community Service, Non-Profit, International Development, Social Services

**Desired Start Date** March 6, 2017

**Duration** 3-4 months

**Approximate Hours Per Week** 16-20

**Travel Percentage** No Travel

**Qualifications**

- Problem solving: have the ability to find solutions for the challenges that clients face
- Attention to detail: review clients' information and organize and file confidential paperwork
- Compassion: be empathetic and understanding of all clients' situations
- Patience: be patient with clients who may have trouble communicating or understanding
- Communication skills: be a good listener, and excellent communicator both orally and in writing
- Actively enrolled at college/university
- Working towards degree in Human Service, Social Work, Public Policy, or related area
- Solid computer skills including knowledge of Excel and Word. Database experience preferred

Help Desk: 703-373-7040 (Hours: Mon-Fri, 9am-8pm EST)

[Privacy Policy](#) | [Terms of Use](#) | [NACElink Privacy Policy](#) | [NACElink User Agreement](#)