



## SOCIAL WORK & HUMAN SERVICES INTERNSHIP

Riverview Gardens offers an unpaid, interactive internship in human services, working directly with our social work staff at the core of our mission to serve community members in need through our ServiceWorks® job-training program. This internship provides an opportunity for experiential learning in a variety of fields, with an emphasis in social work and human services. Interns should be committed to serving the mission and goals of Riverview Gardens, while Riverview Gardens works with interns to develop and reach their learning objectives.

### RESPONSIBILITIES & OBJECTIVES

- Assist with client outreach at partnering organizations
- Administer client intake process
- Administer self-improvement assessments with clients
- Supervise clients in various volunteer activities
- Attend client meetings, including home visits
- Attend programming meetings
- Research
- General administrative work
- Other duties as assigned

Interns will gain experience in inter-professional collaboration and working with populations varying in socio-economic backgrounds and stages of life.

### BENEFITS

Interns will receive ongoing mentoring and training from a supervisor, along with opportunities to engage directly with our mission in our social enterprises with individuals in our job-training program.

As a non-profit organization, we are only able to provide unpaid internships; however, we work with schools to determine grant opportunities to fund internships and to provide course credit.

### REQUIREMENTS

Interns should be pursuing a degree in human services, social work, psychology, sociology or have a specific interest in human services. Excellent communication, interpersonal and leadership skills are required. A strong attention to detail, proficiency in Microsoft Office and respect for all are critical.

Internships are ongoing and can include a semester, summer or full school year. Schedules are flexible during normal hours of operation (8:00 am-4:00 pm), with a minimum of 10 hours/week desired.

### APPLY

Send your resume and cover letter to Pilar Martinez at [pmartinez@riverviewgardens.org](mailto:pmartinez@riverviewgardens.org). Indicate semester or time period in which you are applying.



**RIVERVIEW GARDENS, INC.**

Riverview Gardens is the collaborative transformation of a 72-acre golf course and country club into a socially innovative, non-profit organization with a mission to build dignity through job training and employment. We serve individuals with multiple barriers to stable employment and empower them to be part of their own solution. We accomplish our mission through a job-training program, ServiceWorks®, where participants work in one of our five social enterprises. With the support of the Fox Cities community, we are addressing root causes of unemployment, poverty and homelessness through hard work, creativity and human dignity.