



Case Manager Intern

Position Summary: The Case Manager Intern works with individuals, couples, and families seeking services at Hamm Clinic. The Case Manager Intern works with potential clients to assess service needs, helps coordinate further assessment for service within Hamm Clinic, provides resource consultation to providers and their clients, refers some individuals to other community resources and serves as a representative of Hamm Clinic to the community as needed. The next Case Manager internship will begin on January 3, 2022. Interns are expected to contribute a minimum of 12 hours per week.

Position Responsibilities:

- Provide initial assessment contact to potential new clients. Interview individuals by phone or in person to assess needs and gather initial impressions, manage immediate disposition issues and identify potential resources.
- Make referrals as appropriate for individuals needing other community treatment resources.
- Facilitate further assessment or consultation within Hamm Clinic regarding client needs and problems.
- Serve as a resource consultant to providers and clients.
- Maintain case records and communicate with appropriate collateral contacts in an efficient and timely manner.
- Keep resources and procedural information up to date.
- Participate in community outreach or public policy efforts as appropriate.
- Work with the Director of Clinical Services and Director of Training, Education, and Research, as well as other staff in the management of various clinical processes, protocols and services, and complete other duties as assigned.

Hamm Clinic presently has three ongoing committees that meet for one-hour per month: Cultural Responsiveness Committee, Program Development and Policies, and Wellness & Sustainability. The intern will be invited to join one committee and contribute to ongoing projects.

Supervision: The intern will receive one-hour per week of individual clinical supervision with a doctoral psychology intern, and task supervision from administrative staff with case management expertise. The intern will also have the opportunity to attend weekly triage and care coordination meetings.

Qualifications:

- Enrollment in bachelor's degree program in social work, psychology or related field required
- Intersectional lens, cultural humility, and awareness of own areas of privilege
- Strong communication, organizational, and problem-solving skills
- Team player, self-starter
- Computer proficiency, including Word, Excel, and PowerPoint; ability to learn and utilize database systems. Comfort speaking on the phone.

To Apply:

Please send a cover letter and resume to Nancy Seger, LISW at nseger@hammclinic.org. Applications must be received by 4:00 pm on December 3, 2021.