



Internship Information

Positions Available:

- Children's Services Project Assistant-Lighthouse PATH
- Child Care Teacher Assistant –Lighthouse PATH
- Family Case Manager-Lighthouse PATH
- Crisis Resolution Case Worker-Lighthouse Emergency Services
- Employment Specialist-Lighthouse Emergency Services
- Webpage/Graphic Design-Lighthouse Community Development
- Client Interviewer Liaison-Lighthouse Clarkston

Qualifications:

- Ability to relate to and communicate effectively with individuals of different backgrounds
- Associates, Bachelors, Graduate Students, MSW students should apply
- Proficient in Microsoft Office, Email and Internet

Requirements:

- ICHAT-Police Clearance
- Obtain a Department of Human Service Clearance for all Childcare applicants.
- FBI background check for those assisting with Childcare.
- MUST complete TWO semesters (FALL & WINTER)
- MUST complete internship until the end of the month, even if internship hours are complete.

Important Information:

- ***Internships at Lighthouse of Oakland County are unpaid***
- Internship will assist students with meeting the curriculum requirements of their respective college and or university.
- Please complete volunteer application at www.lighthouseoakland.org, under the "Get Involved" Tab.
- **For more information, please contact Marnese Jackson, Volunteer Resources Coordinator – 248-972-1480 or mjackson@LighthouseOakland.org**



Lighthouse Emergency Services (LES) serves families and individuals in need by providing emergency assistance and promoting self-sufficiency. LES uses trained and dedicated volunteers to sit down with each family and determine how we can help resolve the immediate crisis. It may be emergency food, help to prevent eviction or utility disconnection, help with a medical need, or some other need that has created a crisis for the family. Locations in Pontiac & Clarkston.

Positions Available:

Crisis Resolution Case Worker-Lighthouse Emergency Services (Unpaid)

- Interns will help to alleviate the initial crisis that has brought individuals and families into the agency for assistance.
- Verify needed documentation, sign client in for services, assist clients with navigating and bridging resources.
- Interns will complete an assessment with each client to determine how we can assist clients with becoming more self-sufficient.
- Assess the root cause of clients' crisis.
- Assist client to build a workable plan for moving forward into self-sufficiency.
- Follow up with client as needed.
- Assist clients with navigating and bridging resources.
- All Human Services, Sociology, Psychology, Social Work, Counseling majors are welcomed to apply.
- Other duties as assigned.

Client Interviewer Liaison-Lighthouse Emergency Services (Clarkston location) (Unpaid)

- Meet with clients to help and resolve issues and to help the client to identify the root cause.
- Validate income for utility and food assistance.
- Assist with Department of Human Services SER application.
- Interns must complete thorough case notes and other paperwork necessary for clients' files. Light clerical work may also be required.
- All candidates in Humans Services, Social Work, Counseling, Psychology and Sociology are welcomed to apply.
- Light filing, administrative and clerical work may be required.
- Other duties as assigned.

The Center for Working Families (CWF) helps families build self-sufficiency, stabilize their finances, and move ahead. CWF provides three components as a bundled package, giving its clients access to a full range of services and receiving one-on-one assistance any unique barriers to their financial well-being. The bundled services include: workforce development, financial education/asset building, and income supports/access to benefits. Located in Pontiac, MI.

Position Available:

Employment Specialist-Center for Working Families (Unpaid)

- Basic knowledge of computers and certain software which help create resumes.
- Good communication skills to interact with clients. Good typing and proofreading skills.
- Responsible for choosing an attractive and impressive resume layout and design to make an impression on the employer.



- Counsel the candidate on tips for updating their resume.
- Choosing the right type of resume format for every candidate as a resume must be tailored to the specific needs of each employer.
- Keeping track of the job industry and its requirements, research labor and job trends.
- Promote Center for Working Families, follow-up with employers thorough the retention process
- Other duties as assigned.
- All Human Resources and Business Administration majors are welcomed to apply.

Other Position(s):

Graphic Design-Lighthouse of Oakland County (Unpaid)

- Conduct an analysis of the current Lighthouse website
- Provide graphic design support to Lighthouse of Oakland County. Preferred candidates must have previous experience using graphic design and website software (Adobe InDesign, Photoshop, Illustrator, Acrobat, Dreamweaver, WordPress and/or other common design and layout applications).
- Design clear engaging graphic communications for web. This will include logos, direct mail pieces, branded promotional items, web site and social media graphics, posters, flyers, and other marketing materials as needed.
- Work closely with the Donor Relations /Database Administrator and other staff to translate their messaging concepts into marketing materials.
- All candidates in art and design, business, communications, English, or area of fine arts majors are welcomed to apply.
- Candidates must provide design samples and links at interview.

Lighthouse PATH is an empowerment program which offers transitional housing for up to 65 homeless woman and their children. At PATH, formerly homeless families live in a safe, nurturing environment for two years. During that time they are provided with quality empowerment programs and life skills training which is essential for them to begin to rebuild and transform their lives from poverty to self-sufficiency. Located in Pontiac, MI.

POSITIONS AVAILABLE:

Children's Services Administrative Assistant-Lighthouse PATH (Unpaid)

- Responsible for general administrative duties as assigned by the Director of Children Services.
- General typing, computer data entry, maintain office files and records, assist with phone coverage.
- Experience in Microsoft Office and Internet.
- Other duties as assigned.
- Child Development and Business Administration majors are welcomed to apply.

Child Care Teaching Assistant –Lighthouse PATH (Unpaid)

- Responsible for the care given to children in our licensed center.
- Responsible for holding and rocking babies, singing songs with group, playing games, reading stories, assisting with craft projects, and socializing with children.



- Assist in planning, supervision and implementing the child care programs.
- Assist in carrying out the child care curriculum which may include but not limited to: Lesson plans, arts & crafts, singing and reading, assessment testing, cleaning, preparing lunch and assisting with homework.
- Ability to work with children 0-5 years of age.
- Child Development majors are welcomed to apply.

Program Administrative Assistant-Lighthouse PATH (Unpaid)

- Responsible for general administrative duties as assigned by Administrative Coordinator.
- General typing, computer data entry, maintain office files and records, assist with phone coverage.
- Greet guests and clients, handling inquiries and incoming work orders.
- Assist in receiving donations, completing donations forms, typing documents and correspondence.
- Preparing and sending outgoing mail and packages.
- Interfacing with clients and guests of different backgrounds.
- Experience in Microsoft Office, email and internet, ability to type 45 WPM.
- Other duties as assigned.
- Business Administration majors are welcomed to apply.

Family Case Manager-Lighthouse PATH (Unpaid)

- Interact with clients, place phone calls, perform inquiry logs assessments, audits and shadow Family Advocate.
- Perform 1-on-1 sessions, conduct observations, complete in-group settings, transport clients, interview clients for program eligibility and perform research.
- Ability to communicate effectively with people of different backgrounds, empathic, high level of confidentiality, high level of self-awareness.
- Other duties as assigned. Assignment depends on level of experience.
- Human Services, Social Work, Psychology, Sociology and Counseling majors are welcomed to apply.