

North Hills Community Outreach

Support Services Intern

Internship Sites:

NHCO Allison Park Office, 1975 Ferguson Rd., Allison Park, PA 15101

NHCO Millvale Office, 416 Lincoln Ave., Millvale, PA 15209

NHCO North Boroughs Office, AGH Suburban, 100 S. Jackson Ave., Bellevue, PA 15202

Reports to: NHCO Field Instructor/NHCO Service Coordinator

Responsible for:

- Assisting NHCO staff in the provision of emergency, financial, housing and employment guidance to individuals in support of the mission of NHCO
- Supporting NHCO staff in addressing the needs of persons in hardship, crisis, and poverty to achieve economic self-sufficiency and self-reliance

Duties include:

- Screening callers and walk-ins for their appropriateness and eligibility for all NHCO services
- Completing intakes and needs assessments
- Providing referrals to other NHCO services and other appropriate resources
- Following-up to ensure that persons have received needed services
- Helping with utility, food, housing, employment and rental assistance programs; seasonal sharing projects; crisis intervention; Pathways case management program and other programs as needed.
- Utilizing volunteers to assist with daily tasks
- Other duties as assigned

Hours: 16 – 20 hours per week **OR** as required by degree program
9:00 am to 4:00 pm weekdays
Evenings and weekends as needed to perform assigned duties

Contact:

Nancy Jones

NHCO North Boroughs Manager

Internship and Field Instructor

AGH-Suburban Campus

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Pittsburgh, PA 15202

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