

## **Social Services Intern Job Description**

Thrive DC provides meals, crisis assistance, employment training, and comprehensive support services to homeless and low-income men, women, and children in a safe, stable environment in downtown Washington, DC.

Job Title: Social Services Intern  
Immediate Supervisor: Executive Director

### **Qualifications**

- Full time or part time student;
- Strong work ethic and professional demeanor.
- Imaginative, creative, and willing to try new ideas.
- A team player who can also handle solo assignments.

Spanish language proficiency is strongly desired.

### **Key Responsibilities**

The Social Services Intern will work with the Program Coordinators on all aspects of Thrive DC's relationship with the Washington, DC community at large. The Intern will have hands-on experience working with some of Washington, DC's most vulnerable citizens through direct service work, providing support services to the Thrive DC program staff on a daily basis. Under the guidance of our Program Coordinators, through both administrative and direct service duties, interns gain invaluable knowledge and experience of the daily operations of low-barrier, direct service agencies and the populations they serve.

- Greet and welcome new and returning clients to Thrive DC.
- Assist with managing volunteers.
- Assist case managers with client referrals to area agencies.
- Assist with client engagement and events.
- Assist with program set-up and break-down.

This position is designed for the student interested in social work, community advocacy, psychology, or counseling. It provides a solid foundation in direct service delivery, mental health advocacy, program administration, real world experience in homeless services, food insecurity and advocacy. This is a great position for the student who wants to put in practice theoretical knowledge and build their resume with hands on experience.

To apply for this position, submit your resume and availability to [alicia@thrivedc.org](mailto:alicia@thrivedc.org). Note: only applications applying through an official school program, internship, or federal work study will be accepted.