



## **Intake Coordinator & Educational Support Group Liaison Intern Job Description**

**Purpose:** The Intern helps promote the mission of El Grupo VIDA which is to empower individuals who have disabilities, and their families, with information and training that will support them to be their own best advocate.

**Service Area:** Denver Metro Area and Statewide by phone

**Time Frame:** Internships are available for spring, summer, and fall semesters.

### **Responsibilities:**

#### *Intake Coordination*

1. Assist with referrals received by checking voice mail daily and answers telephone taking routine messages, complete intake form with new families or families requesting information
2. Interacts with clients on a daily basis
3. Assess and refer, as requested, families to various community supportive services.
4. Enter all new intakes and manage data records. Maintain all files and records pertinent to the program. subsequent interviews with child victims of crime and multidisciplinary team members
5. Develop and maintain community resource materials
6. Data tracking and administrative duties as assigned, including an intern time sheet
7. Participate in monthly staff meetings
8. Provide outreach education and representation at various events as assigned
9. Adhere to all confidentiality and expectations required of EGV staff
10. Perform other tasks and responsibilities as assigned

#### *Educational Support Group Liaison*

1. Assist Support Group Facilitators with monthly support group preparation
2. Create and disseminate invitation flyers for the support groups
3. Assist with scheduling guest speakers at the support groups
4. Assist with resource materials for monthly support groups
5. Assist with data collection and tracking through pre/post tests and evaluations of the groups
6. Perform other tasks and responsibilities as assigned

### **Qualifications:**

- Candidates must be 18 years of age or older
- Fluent in speaking, writing and reading in Spanish and English required
- Strong time-management, organizational, and internet research skills a must

- Able to work as a team player, but also ability to self-motivate, stay on task and work independently
- Reliable transportation
- Excellent interpersonal skills.
- Skills in Microsoft Office (Word, Excel, Access) data entry/retrieval.
- Must have email access and phone access.
- Willingness to use personal transportation
- Occasional travel may be required
- Prospective interns must be willing to submit to a criminal background check

**Training:** Orientation with the Executive Director

**Time Commitment:** 15 – 25 hours per week. Minimum one semester, ideal candidate will commit to full year intern position. Occasional evenings and weekends required.

**Stipend:** No stipends are currently available; internship may be applicable towards course credit.

**Reports to/Supervision:** Executive Director

- One half hour per week supervision or as required by class/program
- Other informal check-ins and supervision as required