



## Community Services Unit Internship

**Program:** Truancy Abatement and Burglary Suppression (TABS)

**Summary:** The TABS Program is a school-based program that serves high schools in East Side Union High School District and promotes school achievement by removing and addressing barriers to school attendance such as learning disabilities, family violence, and socioeconomic stressors. The Community Services Unit (CSU) Intern II will provide case management and Botvin life skills classes to referred high school students in the TABS Program. The Intern will be responsible for engagement, recruitment, and retention of youth participating in the program who are at-risk of not graduating from high school. The CSU Intern II will offer intervention and supportive services to a culturally and linguistically diverse client base of youth and families. This position requires flexibility, the ability to work well in a team, and the ability to work evenings and weekends.

**Benefits:** The CSU Intern II position is a comprehensive internship designed to provide real-world experience with high-risk youth and diverse families in the non-profit sector. Interns will develop their knowledge of client and community-based services allowing for exploring a career in education, social work, counseling, corrections, public policy, and other service fields. Interns will enhance their professional skills including leadership, organization, interpersonal communication, and community engagement. Interns are provided with agency orientation and on-boarding, weekly supervision and support, and job training.

**Duties:**

- Conduct intakes, needs assessments, and develop service plans;
- Facilitate on-site and off-site individual, family, and group supportive services, and educational sessions;
- Conduct follow-up contact for each client in a timely manner;
- Document and write progress notes on EMR;
- Maintain documentation and appropriate client files and complete required paperwork within 24 hours of client contact;
- Lead life skills classes utilizing Botvin curriculum;
- Conduct case management for youth and provide resources and linkage to those resources to families;
- Support school partners, youth, and family in determining barriers to success and assist in resolving identified barriers;
- Conduct monthly enrichment activities/field trips;
- Serve as liaison between school and community partners and ARCC;
- Attend weekly meetings, and trainings for professional development and as required for the agency or its funding sources;
- Administer and gather data on evaluation surveys and provide monthly reports and numerical data as requested;
- Attend outreach events through community fairs, school presentations, and parent meetings as needed;
- Perform other duties as necessary for the good of the agency and as assigned by supervisor.

**Agency Location:** Alum Rock Counseling Center, 1245 E Santa Clara Street, San Jose, CA 95116

**Service Sites:** James Lick High School, Overfelt High School, Independence High School

**Service Commitment:** Term 1: August 6 – January 31, Term 2: February 1 – July 31  
Minimum of 8-10 hours a week

**Requirements:** Application with references, DOJ Fingerprint Background Check, Intellicorp Release, TB test.

**To Apply:** For more information, please contact Celina Chun, CSU Program Lead, at [cchun@alumrockcc.org](mailto:cchun@alumrockcc.org) or 408-910-0446. Interested candidates should submit a cover letter and resume.