



Job Title: Family Resource Intern	FLSA Classification: Non-Exempt
Status: Part time/Seasonal	Reports To: Family Resource Manager
Date Created/Revised: April 2024	Department: Program Services

SUMMARY:

Under the supervision of the Family Resource Manager the intern will work closely with our experienced team of social workers and gain valuable practical experience in a real-world social work environment. This internship will provide individuals with the opportunity to develop and apply their theoretical knowledge, build essential skills and enhance Kids' Meals mission to end childhood hunger.

ESSENTIAL FUNCTIONS:

- Assist social workers in conducting client assessments and creating personalized intervention plans.
- Engage in one-on-one counseling sessions with clients under supervision.
- Participate in case conferences and team meetings to collaborate on client care.
- Under supervision help clients access and navigate community resources and support services.
- Demonstrate empathy, active listening, and a non-judgmental approach in all interactions.
- Follow-up with clients, such as by phone and email and visits to other community services settings utilized by clients.
- Conduct ride-along with our Hope Provider/Drivers and engage with Kids' Meals families in an unobtrusive and compassionate manner.
- Assist clients with completing applications and registration forms.
- Coordinates with the staff and community partners to schedule visits, send reminders, and contact participants for follow-up as needed.
- Assist in entering client applications.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COMPETENCIES:

- Enthusiasm, kindness, patience, and a genuine enjoyment of people.
- Ability to take direction but be self-motivated to support the goals and initiatives of a collaborative Operations and Program team.
- Ability to work on multiple tasks, manage competing priorities and meet deadlines.
- Organizational & time management skills.
- Adaptability, flexibility, and ability to see change as an opportunity rather than an obstacle.

KIDS' MEALS CORE VALUES:

At Kids' Meals we feel strongly that our Core Values are an integral part of our mission and of an individual's personal ethics or ideals that ultimately guide them when making decisions, leading/empowering others, building internal and external relationships, effectively communicating, and solving problems. Therefore, they are an integral part of our Company's job descriptions essential functions and core competencies. Our Core Values are:

- **We strive to succeed.** We strive to be the best in everything we do. We lead by example, take on big challenges, continue learning and never stop growing.
- **We include everyone.** We celebrate and pursue diversity because everyone is needed in the fight against childhood hunger. Ideas, experiences, and stories from people different from us make us better. Together, we can achieve something bigger than we can alone.
- **We do the right thing.** It matters how we play the game. We act with integrity, even when no one is watching and take accountability for all our actions.
- **We deliver hope and find the joy.** We do our best work when we do it with a strong sense of purpose and compassion for a better world for our children. Every day we deliver hope disguised as a meal. We believe we can find joy even in the hardest challenges or the smallest tasks.
- **We watch out for each other.** We are uncompromising in our commitment to the safety and well-being of everyone and make safety a priority in all decisions. Safety always because people come first.

SUPERVISORY RESPONSIBILITIES:

- None.

REQUIRED EDUCATION AND EXPERIENCE:

The ideal candidate for this position will possess the following:

- Actively pursuing undergraduate or graduate degree in Social Work.
- Knowledge in Microsoft Office Suite: Word, Excel, Outlook, PowerPoint.
- Experience working, interning or volunteering in non-profit organizations strongly recommended.
- Bilingual in English and Spanish preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, and on occasion lift and/or move up to 25 pounds. Specific vision abilities required by this job include close computer vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.

Your Signature Below indicates that you understand the requirements, essential functions, and duties of the position.

Print Name:	Signature:	Date:
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