



# Utah Community Action™

**Employer: Utah Community Action (nonprofit, unpaid)**

**Title: Case Management and Housing Internship Description**

Utah Community Action (UCA) is a non-profit, multi-faceted agency that helps low-income individuals and families overcome barriers to self-sufficiency. UCA helps to remove those barriers through six core programs, one of which is the Case Management and Housing program. This program focuses on the following four key activities to help clients achieve self-sufficiency: obtain and maintain safe and affordable housing; obtain and maintain employment; access educational opportunities; and ensure health and well-being.

The Case Management and Housing Intern will work alongside the Program Director to support and potentially expand the reach of these activities. The Intern will gain mastery of the UCA database and tracking system in order to efficiently log interactions with clients and provide high-quality case management assistance. The Intern will also utilize the UCA database to extract, review, research, and report pertinent information as requested by the Program Director. This information could potentially be used to develop grant requests; the Intern may have the opportunity to work with UCA staff in a grant-writing and reviewing role. UCA depends upon a holistic approach when servicing Utahns most in-need; the Case Management and Housing Intern will have the singular experience of interacting with whole families as a dependable, knowledgeable leader in a respected nonprofit organization.

Hours, begin and end date, and holiday schedule will be agreed upon with direct supervisor. The Intern is encouraged to seek internship course credit through the University of Utah. For more information, contact the Internship Coordinator (Dominique Blanc, [dominique.blanc@csbs.utah.edu](mailto:dominique.blanc@csbs.utah.edu)).

## **Projects/Learning Outcomes:**

- The Intern will collaborate with the Case Management and Housing Program Director and other assigned supervisors to support existing programming.
- The Intern will become familiar with and proficient in UCA databases and tracking systems. The Intern will utilize their skills to input, track, and analyze data.
- The Intern will work alongside the Program Director to utilize data for the purpose of program reporting and potential grant-writing.
- The Intern will work directly with UCA clientele to provide exemplary service and assistance, depending on organizational needs.
- The Intern will cross-collaborate with other UCA programs to ensure open communication and to explore the multi-faceted elements which constitutes a non-profit, service-oriented organization.

## **Qualifications and Requirements:**

- University of Utah student
- Independent and creative self-starter
- Strong Communication (oral, writing, and presentation) skills
- Professional presence and demeanor

**To apply, please send your cover letter and resume to the Internship Coordinator:**

Dominique Blanc  
University of Utah  
Honors College  
College of Social and Behavioral Sciences  
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