

**Urban League of
Union County**

***Empowering Communities.
Changing Lives.***

1139 East Jersey Street • Suite 515 • Elizabeth, New Jersey 07201 • Phone (908) 351-7200 • Fax (908) 527-9881

Position/ Title: Case Manager (Intern) for Reconnections - Reentry Program

Type: Non-Paid Internship

About Union County Urban League:

The Urban League of Union County (ULUC) is a non-profit community service organization founded in 1944. We are one of 90 affiliates of the National Urban League. The Urban League supplies information on the minority population, conducts surveys, training programs, secures jobs, motivates youth, and provides essential services in education, housing, health, employment, and advocacy. Our mission is to assist African Americans and other underserved people in the achievement of social and economic equality.

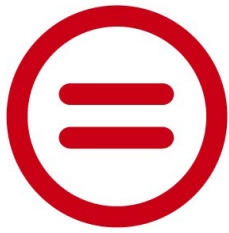
Programs operated included Housing Counseling (pre and post home purchase, budget/credit counseling, foreclosure, default, and delinquency counseling); Employment counseling, referral, and placement; Case management/re-entry counseling for those formerly incarcerated; and Emergency Assistance for rent/mortgage, utilities, and food.

Summary

The Case Manager Intern will support the delivery of services to clients by assisting with case management, client advocacy, and program coordination. This internship provides valuable experience for individuals pursuing careers in social work, human services, or related fields.

Key Responsibilities

- **Client Support**
 - Assist in conducting client intake assessments, gathering relevant personal and financial information.
 - Collaborate with Case Managers to develop and implement individualized service plans for clients.
 - Follow up with clients to monitor progress and provide encouragement or additional resources as needed.
- **Resource Coordination**
 - Research and connect clients to community resources, including housing, employment, financial assistance, and healthcare services.
 - Maintain a database of community resources and ensure it is updated regularly.
 - Support clients in completing applications for services or benefits.
- **Administrative Support**
 - Document client interactions, case notes, and service plans in a client management system.
 - Prepare reports on client outcomes and program impact for internal review.
 - Help maintain accurate and organized client files in compliance with confidentiality guidelines.
- **Advocacy and Outreach**
 - Assist in organizing workshops, support groups, or educational sessions for clients.



Urban League of
Union County

*Empowering Communities.
Changing Lives.*

1139 East Jersey Street • Suite 515 • Elizabeth, New Jersey 07201 • Phone (908) 351-7200 • Fax (908) 527-9881

- Advocate on behalf of clients with service providers or partner agencies as needed.
- Participate in community outreach efforts to promote the organization's services.
- **Special Projects**
 - Collaborate on projects to enhance case management processes or improve client outcomes.
 - Contribute to program evaluations by gathering client feedback and assisting with data analysis.

Qualifications

- Currently pursuing or recently completed a degree in Social Work, Human Services, Psychology, Sociology, or a related field.
- Strong interpersonal and communication skills, with the ability to engage with diverse populations.
- Organizational skills and attention to detail.
- Ability to handle confidential information with professionalism and discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or similar tools.
- Bilingual skills (e.g., English/Spanish) are a plus but not required.
- Prior experience or interest in case management, social work, or community support services is preferred.

How To Apply:

E-mail resume and cover letter to HR@ulouncj.org. In the subject line, write: "Case Manager Internship"



Urban League of
Union County

*Empowering Communities
Changing Lives.*

The Urban League of Union County is an Affirmative Action/ Equal Opportunity Employer.