

Program Description: ORC Intern

Orangewood Resource Center (ORC):

The Orangewood Resource Center (ORC) is available to assist youth with services needed to become independent. Our goal is to provide youth with individualized guidance and assistance to help them live independently. The ORC is a one-stop shop for information on other Orangewood programs and referrals to other organizations that can help youth.

A place for youth to drop in or call ahead for an appointment! Access employment leads, create a professional resume and receive interview tips. Receive guidance and assistance when considering options after high school on:

- Job training
- College
- Find shelter information and housing resources
- Get information on other Foundation programs
- Computers, copier, fax machine and washer/dryer!
- Food, hygiene items and clothing (depending on availability)

Drop- in Hours:

Mon to Fri 8:30AM-5:00PM

Closed Saturdays and Sundays

*Subject to close without notice due to meetings, trainings etc.

Meal Times:

Breakfast 10:00AM

Lunch 12:00PM

Snack 2:00PM

Duties include, but are not limited to:

- Shadowing during youth visits
- Engaging with youth
- Building rapport with youth
- Working with youth to provide assistance with goals (housing, employment, education, etc.)
- Writing case notes
- Youth and resource research
- Communicating with community partners
- Unloading and organizing donations
- Updating boards with resources
- Assisting with creating flyers
- Assisting with events
- Packaging groceries and hygiene bags for the youth
- and much more..

You will work closely with your supervisor and get the opportunity to work collaboratively with them and other team members as well as perform projects and tasks independently.

If interested, please use the following link to submit an interest form and Crystal Ford, Mentor/Intern Match Specialist will get back to within 72 hours.

Interest Link: <https://www.jotform.com/build/212836435815055>

Additional questions? Please contact Crystal Ford, Mentor/Intern Match Specialist, via email at cford@orangewoodfoundation.org, via phone at (714)619-0225, via text at (714)420-1696.

Thank you for your interest!

Learning Outcomes:

The student will learn to deal with crisis.

The student will learn to be flexible

The student will learn problem-solving skills.

The student will learn critical thinking skills.

The student will learn active listening skills.

The student will learn to be reliable.

The student will learn clear and concise writing.

The student will learn organization skills.

The student will learn computer skills.

The student will learn interpersonal skills.

The student will learn to write and use case notes.

The student will learn conflict resolution skills.

The student will learn assessment skills.

The student will learn to identify dangerous/crisis situations.

The student will learn to intervene in dangerous/crisis situations.

The student will develop an awareness of gender/ethnic/and sexual orientation issues.

The student will develop sensitivity to gender/ethnic/and sexual orientation issues.

The student will learn about the communities the agency serves.

The student will learn community resources that are available.

The student will provide appropriate community resources for clients.

The student will learn to access appropriate client resources.

The student will gain knowledge of the population being served.

The student will gain knowledge of the issues being addressed.

The student will learn the importance of a professional appearance.

The student will develop a professional demeanor.

The student will learn to separate issues of self and client.

The student will learn to take initiative.

The student will learn to be self-motivated.

The student will learn when to ask for direction.

The student will learn how to take direction.

The student will learn to leave the job behind after work.

The student will learn to be prepared.

The student will learn realistic expectations.

The student will learn to assume responsibility for acquiring knowledge.

The student will develop a high tolerance for ambiguity.

The student will be able to identify his/her own professional work ethic.

The student will learn to increase verbalization with the specified client population.

The student will learn to increase verbalization with coworkers.

The student will learn to be assertive.

The student will learn to collaborate.

The student will learn agency policies and procedures.

The student will learn to use supervision wisely.

The student will learn to learn to work within the agency policies and procedures.

Training:

Intern Onboarding (Orientation, 11 Required Training Topics, General Overview of Agency)

In-depth Training for Program/Service Area they are interning in

Weekly 1:1 Supervision meetings w/ assigned supervisor

Overview of Assigned Tasks

Attend team meetings

Job shadowing

Schedule:

This position will be offered various days and times between the hours of 8:30am-5:30pm.

Based on our organizational needs, interns will be requested to work two 4 hours shifts or one 8 hour shift.