

PRIME Intern Position Description

Position Title:	PRIME Intern
Position Location:	Spokane, WA
Department/Division:	PRIME Extended Case Management
Job Title of Supervisor:	PRIME Extended Case Manager
Length of Opportunity:	Minimum time commitment: 10 wks. Maximum time commitment: 32 wks.
Number of Positions Open:	1
General Function:	Assist case managers with helping clients to become self-sufficient to meet or exceed Operational Guidelines established by U.S. Department of State
Specific Job Duties:	<ul style="list-style-type: none">• Intake and documentation process• Helping clients with housing applications and other forms• Completing referrals for other services• Transport of clients to appointments• Phone calls• Other duties to ensure clients are receiving the services they need
Knowledge, Skills, & Abilities:	<ul style="list-style-type: none">• Valid driver's license• Competent in the use of Microsoft Office 2010• Initiative, high sense of responsibility and ability to plan, train, organize, while working within difficult cultural and physical environments• Ability to work with minimum supervision and to deal with problems and issues both promptly and efficiently• Ability to communicate clearly, both orally and in writing• Flexible / motivated team player
Experience Preferred:	<ul style="list-style-type: none">• Cross-cultural experience
Physical Demands:	<ul style="list-style-type: none">• Ability to climb and descend stairs unassisted• Ability to lift 40 pounds
Work Environment:	<ul style="list-style-type: none">• Work environment may vary depending on the assigned tasks