SERVICES PROVIDED:

The Salvation Army Lighthouse Shelter's mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination. We believe in meeting the needs of the whole person; including the physical, emotional, and spiritual. In 2012, The Salvation Army in Marion/Polk County sheltered 345 individuals in need. For over 125 years we have been feeding the hungry, sheltering the homeless, and helping the disenfranchised, 24 hours a day, 365 days a year, with shelter, food, and other basic needs.

PRACTICUM/INTERNSHIP DESCRIPTION:

The intern or practicum student will work with the Director of Social Services to develop a program that meets the needs of the student and serves The Salvation Army in a productive way. They will learn what skills are necessary to work with individuals experiencing multiple stressors and how The Salvation Army provides social services as a non-profit organization.

ROLE OF THE PRACTICUM/INTERN STUDENT:

- Organizing files & paperwork.
- Typing of letters, memos, and documents for Social Service Department.
- Event Planning support and coordination for Community Dinner, Volunteer Appreciation Dinner, and Belief in Action Banquet (fundraising event).
- General filing and record keeping needed to support Social Service Department.
- Assisting Administration in general administrative support tasks as required.
- Assisting Volunteer Coordinator to recruit, manage, and support volunteers, as needed.
- Answering phones, directing calls, taking messages, and returning calls as needed.
- Assisting with special projects as assigned by Director of Social Services.
REQUIREMENTS FOR PRACTICUM/INTERN STUDENTS:

• College course work congruent with social services in a non-profit organization.
• Ability to work as an interdependent team member.
• Ability to communicate well orally and in writing; good listening skills.
• Willingness to learn procedures for assisting clients.
• Understanding and compliance of keeping client information confidential.
• Successfully pass a background check and complete The Salvation Army's on-line child safety training course.

EMPLOYMENT OUTLOOK:

Our Social Services Department works to meet the needs of individual clients by supporting the Lighthouse Lodge Shelter, Family Services Office, and all other Social Service-related activities. This will allow the student to gain skills that they desire for future work in this field. As job opportunities open within our Social Service Department at The Salvation Army, interns and practicum students are encouraged to apply.

A CRIMINAL HISTORY CHECK IS REQUIRED

As of April 15, 2011, practicum sites that use the Oregon State Department of Human Services Background Check Unit will now conduct a weighing test and fitness determination when an individual has been identified as the perpetrator of abuse in certain cases of sexual abuse, physical abuse or financial exploitation. The Background Check Unit will specifically consider the most serious cases of abuse reported and substantiated from January 1, 2010, forward.