

Henry Johnson Academy & College Job Description

Today's Date	10/06/2019
Job Information	
Job Title	Case Manager Intern
Responsibilities & Duties	The Henry Johnson Academy & Center is seeking Case Manager Interns. We're willing to train the right person. Duties will include: conducting client intakes, meeting with clients weekly, maintaining and submitting client documentation in a timely manner, shadowing counselors, and all other duties as assigned. Located in Euclid, Ohio. Position is unpaid. College credit is available for college students. May lead to a paid position. Please submit resumes by email.
Required Qualifications (specific knowledge, skills, competencies, abilities, years of experience, training)	Knowledgeable of Microsoft Word and Excel
Preferred Qualifications	Excellent communication skills
Anticipated Schedule (Days of Week, Hours per Day, Schedule)	Approximately 10 hours per week. Days and times are flexible.
Preferred Student Major	Psychology or Social Services preferred but all majors are welcomed to apply
Company Information	
Company Name	Henry Johnson Academy & Center
Company Description (nature of business)	A second chance high school and mental health counseling center
Job Location (address where work will be performed)	291 E. 222 Euclid, OH 44123
Position Reports to:	Dr. Angela Isom, Director
Supervisor's Contact Phone Number	(216) 592-8521
Supervisor's Email Address	henryjohnsoncenter@gmail.com
As part of the employment selection process, our company requires:	<u> X </u> Background Check <u> X </u> Drug Testing <u> X </u> Employment Reference Check