Abundant Faith Supportive Service

**Street Address:** 2641 East Cook Street, Springfield, IL 62703

**Website:** [www.abundantfaith.org](http://www.abundantfaith.org)

**Phone number:** 217-527-1006  **Fax number:** 217-527-1610

**Agency Contact:** Aremelder Johnson, Director

**Email Address:** johnsona@abundantfaith.org

**How should students contact agency?** Phone

**How should students submit cover letter and resumes?** Email

**General description of Agency or business**

Abundant Faith Supportive Service (AFSS) is an agency that is an extension of Abundant Faith Christian Center (AFCC). AFSS is focused on providing supportive services to individuals and families in the community. Managed by staff and directed by an Advisory Committee, AFSS offers, but is not limited to, providing outreach, case management, advocacy and follow-up services to people in Springfield and surrounding areas. One main goal is to link people to resources within AFCC and/or outside agencies that will assist each individual or family in reaching and maintaining independent living and self-sufficiency.

**Internship or Job Description**

**Case Manager/Office Assistant**

- Make referrals and provide advocacy based on needs assessed through individual assessments
  - Provide crisis intervention-assist individuals and families (residential and nonresidential) with food, rent and/or utility assistance
- Meet with clients to complete and follow-up on individual service plans
- Provide needed transportation
- Provide clients with referrals, advocacy, and follow-up services needed to achieve client goals
- Maintain client notes, contact forms and referral logs for all clients
- Provide basic office duties, support and phone coverage
- Update HUD Service Point database system on a weekly basis
o Enter/Exit client information in system
o Assign client to appropriate unit
o Update client services and case notes in system

- Provide weekly update reports on clients verbal and/or written

**Basic student learning anticipated**

The person in this position will assist clients in attaining individual and family goals toward self-sufficiency. This position will also be responsible for assisting in the daily operations of the office. This person will serve as a backup for the Case Manager while being an assistant to the Director of Supportive Services.

**Hours per week up to 25**

**Number of weeks: 16-28**

**Position Available: Fall, Spring, Summer**

**Possible Stipend / Unpaid**