Helping Hands of Springfield

Street Address: 1023 E. Washington St. Springfield, IL 62703

Website: www.helpinghandsofspringfield.org

Phone number: 217.522.0048 Fax number: 217.522.0549

Agency Contact: Amy Voils, Executive Director

Email Address: hh.exec.spfld@gmail.com

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General description of agency or business
Helping Hands of Springfield is a non-profit organization with the mission to shelter the homeless, provide support, promote independence and work with others to prevent homelessness in the community.

Internship or Job Description
Case Manager
- Complete initial client assessments
- Weekly client meetings
- Make community referrals
- Documentation of client contacts

Basic student learning anticipated
Working with Helping Hands will give interns in-depth experience with homeless case management and an understanding of how a small non-profit agency works.

Hours per week: Up to 25

Number of weeks: 8-16

Position Available: Fall, Spring, Summer

Internship opportunity is unpaid during state funding crisis.