

Intern: Maria Lopez
Internship: Catholic Charities
Site Supervisor: Jullissa Matias & Sue White
Job Description

Catholic Charities of the Archdiocese of New York is an agency that has been around for more than 100 years. History began in 1817 but it was not implemented until 1917. Throughout this agency there are different unique occupations that make a great impact not just in the company but in individuals lives. One of the sections that I will be complying my time in is Human Resource in the Case Manager department which is known as the Homebase Homeless Prevention. During my time as an intern I will be overshadowing the Senior case Manager Sue White, she will be instructing me through the process of my responsibilities as an intern. The Case Managers are responsible to make sure every intake is assist with majority assistance whether is a subsidy, help with rent arrears, with eviction, furniture assistance, home visits, undocumented, and etc. My responsibilities will be to assist the intake to the correct case manager, file cases, make sure each client sign all the intake documents that need to be signed before Case Manager assists them, Make sure that if someone needs an appointment that they are correctly located with the correct home base by their zip code and Assist Senior CM with the process of her intakes and follow ups.