



Family Service Agency

Strengthening Individuals & Families

Community Support Intern

Reports To: Director of Community Programming & Outreach

Primary Work Location: 1325 Sycamore Road, DeKalb, IL 60115

Hours: Dependent on University's Requirements

Duties & Responsibilities:

- Conducting intake calls for potential Community Action clients
- Provide support to Children's Advocacy Center for forensic interviews
- Assist Youth Programs Coordinator with youth groups, match support, etc.
- Inputting client data into filing system, STARS, InfoNet, and Collaborate
- Facilitate community presentations as appropriate
- Assist with monthly food pantries
- Provide site coverage at Club 55 locations
- Support Center for Counseling as appropriate
- Engage with all five programs
- Assist with agency fundraising events
- Attend community outreach events

Education:

- Currently enrolled in Associate's or Bachelor's program related to human services, healthcare management, public health, social work, or other related field.

Requirements:

- Must have operating vehicle, valid driver's license, valid operating insurance
- Must be willing to undergo DCFS background check
- All positions require a COVID-19 vaccination

Contact Information:

- Rylie Loucks-Kues, CRC, CADC, Director of Community Programming & Outreach
- (815)758-8616 x1200
- RLoucksKues@FSADekalbCounty.org

Our Mission:

Family Service Agency exists to strengthen people and communities through hope, healing, empowerment, and engagement.