

**LINCOLN HOUSING AUTHORITY  
INTERNSHIP PROGRAM**

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**RESIDENT SERVICES INTERN**

**I. Purpose of Position**

Responsible for providing assistance in designing and conducting social, physical and educational activities for residents of an apartment complex for elderly and disabled persons.

**II. Essential Job Functions**

1. Assist in coordinating inter-generational programs and events to include the elderly and disabled, children, schools and families.
2. Assist in creating and conducting social, physical and educational activities for elderly and disabled residents.
3. Assist in developing and promoting physical and emotional wellness programs designed to encourage fitness and healthy lifestyles.
4. Assist with recruitment of community volunteers to participate in and assist with scheduled activities.
5. Develop resource contacts with other agencies for information and referrals.
6. Assist with the computer learning center for residents.
7. Drive agency van for group transportation to and from activities.
8. Perform other related duties as required.

**III. Required Knowledge, Ability and Skills**

1. Knowledge of community agencies available as referrals and the ability to work with various service providers.
2. Knowledge of and ability to apply the principles and techniques associated with social service case management.
3. Ability to assist in developing and coordinating social, physical and recreational programs for the elderly and disabled community.
4. Ability to communicate effectively both orally and in writing.
5. Ability to effectively communicate and work with a culturally diverse workforce.
6. Ability to comprehend and follow both oral and written instructions.

**IV. Necessary Special Qualifications**

1. Major course work in gerontology, counseling, nursing, occupational therapy, psychology, human services or a related social science area.
2. Must possess a valid drivers license.
3. Minimum of a 2.75 GPA

**VI. Physical Demands**

1. Work duties require the ability to drive the agency van to transport residents to and from activities.
2. Work may be performed both indoors and outdoors depending on the nature of the activity or program scheduled.

