HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: Community Services Agency (CSA) - Head Start and State Pre-K

Contact Person

Name: Patty West or Kristen DeMara  
Phone: (775) 786-6023 ext. 237  
Email: pwest@csareno.org  
Physical Address: 1100 E. 8th St, Reno, NV 89512

Internship Site Information:

Community Services Agency (CSA) is a non-profit social service organization that was established in 1965. The Education Department of CSA provides comprehensive early care and education services to over 600 low income children from birth to 5 years through Head Start, Early Head Start, and State Pre-K programs. Hours of operation for most sites are Monday through Friday 8:00 am to 4:30 pm, with some evening events. CSA has early care and education sites throughout the Reno/Sparks community and in Fernley. Our goal is to promote school readiness, engage and empower families, and increase family self-sufficiency with the support of state and federal funds. Head Start, Early Head Start, and State Pre-K programs provide opportunities for HDFS interns to expand their knowledge and gain experience with diversity, family systems, child and family assessments, goal setting, resource and referral, health and nutrition services, and curriculum planning, implementation and evaluation.

Head Start provides comprehensive services to low-income families, which include Education, Health, Nutrition, Disabilities, and Family Services. The main goal is to empower families to advocate healthy services for their children and families as a whole. In regards to working in the Education area, the intern must be able to work with children directly in a positive manner, as well as follow directions given by the teaching staff. Interns are to act as a support to the classroom team and maintain confidentiality at all times as well as follow the CSA Head Start personnel policies.

Interns may assist with:  
Screening and Assessment Data Collection  
Child Observations  
Curriculum Planning and Implementation  
Home Visits  
Parent Conferences  
Family Strengths and Needs Assessment  
Family Goal Setting  
Resource and Referral  
Health Screens Data Collection and Entry  
Presentation Planning and Implementation  
Family Engagement Activity Planning and Implementation

Number of Internships Available: 2

Student Requirements:
1. Background Check  
2. Negative TB Test  
3. Desire to work with children and families  
4. Self-reliant  
5. Dependable

How will student obtain this internship position?

Contact Patty West pwest@csareno.org or call 775-786-6023 ext 237, to set up an interview.

Completed 5/10/2017