HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: Washoe County School District Intervention Department

Contact Person

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Internship Site Information:

The Intervention Department is comprised of five programs that meet a variety of needs for children and families throughout the Washoe County School District. Consisting of Children in Transition, Differential Response, Family Resource Centers, Re-engagement Intervention, and Truancy Intervention. Each department functions to complete different goals, but are connected by the same mission by ensuring student success by removing barriers and building resiliency with families and children. Below is the list of programs and the services that the intervention department provides.

**Children in Transition:** provides services for students and families who are identified as homeless.

**Differential Response Team:** an initial response team for children and families who have been identified by Child Protective Services and schools within the district to need supportive services.

**Family Resource Centers:** offers resources and services to children, teens, parents, single adults, and seniors in the community.

**Re-engagement Intervention:** services for children and teenagers who are no longer enrolled in school.

**Truancy Intervention:** services for students who are truant or at risk of becoming habitually truant. Interns would be expected to become familiar with the specific program that they are working in. Each program has different needs and expectations based on whether the services provided to children and families are direct or indirect. For example, an intern’s activities could include general clerical and data entry tasks, providing general program support, conducting research, collecting data, providing intake services, and etc. Intern hours are available Monday-Friday from 7:30-4:00.

Number of Internships Available: 2

Student Requirements:

1. Must maintain a GPA of 2.5 or higher.
2. Must possess strong computer skills.
3. Must possess strong verbal and written communication skills.
4. Must maintain good attendance.
5. Must have reliable transportation.
6. Must exercise professionalism at all times.
7. Must adhere to the Department’s Confidentiality policies.
8. Must enjoy participating in training that is offered to parents, teachers, WCSD staff and community stakeholders. (This applies to those interns involved in training.)
9. Must be comfortable working with young children and families. (This applies to those interns working directly with children and families.
10. Interns that will be working directly with children and families will require a background check and any fees required for the background check and/or fingerprints are the responsibility of the student.

How will student obtain this internship position?

Please contact Rechelle Murillo at 775-337-9913 or via email at Rmurillo@washoeschools.net to schedule an interview with the Intervention Department

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