PACK INTERNSHIP GRANT PROGRAM

Case Management Intern

Prison Recovery Network
8900 Double Diamond Parkway
Reno, NV 89521

About Prison Recovery Network
The Prison Recovery Network is located in Reno, NV but serves families and prisoners from anywhere in the United States. We are made up of former prisoners, former law enforcement, finance professionals, and members passionate about helping people that society has thrown away. The Network is dedicated to creating safer communities and reducing recidivism by giving former prisoners a better chance at a productive life. Our goals:

• Provide comprehensive resource guides for families and prisoners to locate the services they need in their own communities
• Develop practical & useful tools to help families, their children, and prisoners navigate their relationships throughout the prison term and plan for a better future
• Provide case management services to guide and mentor families & prisoners from conviction to reintegration
• Assist local nonprofits to improve their services and identify areas of need in their communities
• Mentor new nonprofits to fill unmet needs in communities nationwide

About the Internship
The core expectations are for the Case Management intern to support and perform basic case management tasks including: processing client applications & correspondence, documenting all client related activities in our Salesforce based case management system, researching resources for felons and their loved ones in all 50 states, and inputting those resources into our Google Fusion based map (training provided).

Qualifications
• General proficiency with Windows, MS Word, and internet research
• Familiarity with the issues faced by convicted felons and / or their loved ones
• Compassion and/or an earnest recognition of why it's important that convicted felons and their loved ones have resources to help them reintegrate and move forward successfully
• Recognition of appropriate boundaries
• Experience in Salesforce and Google Apps is a plus

Internship Duties
• Process incoming correspondence
• Create necessary documentation in Salesforce
• Research resources for clients across the U.S. (by internet and by phone)
• Respond to client correspondence

$12/hour for 120 hours
Spring Semester 2017

Apply by November 1st, 2016 at www.unr.edu/career