

### Brief Description 2010

#### **AGENCY**

#### **Action Consulting and Evaluation Team (ACET)**

9868 Lyndale Avenue South  
Minneapolis MN 55420

Heather Scholz

Research and Evaluation Associate

Tel: 952-922-1811

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Email: heather@acetinc.com

[www.acetinc.com](http://www.acetinc.com)

Hartford Partnership

ACET is open from 8:30 am to 6:00 pm

Monday through Friday.

ACET is an independent research corporation specializing in the evaluation of education, public health, and community-based programs. As stated on ACET's webpage (<http://www.acetinc.com>), ACET's mission is to provide services that improve organizational effectiveness and build evaluation capacity. Our staff and consultants have extensive experience in conducting high quality evaluation and research in a variety of multicultural/bilingual settings throughout the state of Minnesota and nationally. We serve a variety of clients in the design and implementation of formative and summative evaluation processes, test score and survey analyses, focus group facilitation and summarization, database development, and development of rigorous, scientifically based research of programs' impact.

ACET spends significant time matching students' interest and skill development needs with the clients, projects, and tasks available during the duration of the internship. Intern assignments will vary depending on their chosen work plan and the current needs of ACET clients. In the past, ACET interns have assisted ACET staff with: data cleaning, coding, and analysis (in Excel, SPSS, or both); survey development; literature reviews; report writing; interview and focus group facilitation; outreach; negotiations for data sharing agreements; developing logic models and evaluation plans; designing scientifically sound research plans; responding to Requests for Proposals (RFPs); and other professional writing to communicate with clients and/or stakeholders (e.g., memoranda, newsletter articles, or presentations).

ACET works diligently with our interns to ensure they meet the evaluation and research learning objectives outlined in their work plans. The variety of staff and consultant skill sets available, however, allows for additional opportunities that interns can utilize to learn or enhance skills such as owning and managing a small business, proposal writing, marketing, strategic planning, database design, and organization development.

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### Brief Description 2010

#### **AGENCY**

#### **African American Adoption**

#### **Aaencv**

1700 Highway 36 West  
Roseville MN 55113

Renita Wilson

Program Director

Tel: 651-659-0460

Fax: 651-644-5306

Email: [rwilson@afadopt.org](mailto:rwilson@afadopt.org)

[www.afadopt.org](http://www.afadopt.org)

Hartford Partnership

Hours: M-F

Some Saturdays are optional; Normal business hours with some evening work hours based on family/client involvement.

**Family Practice Opportunity:** Orient, train, and provide home studies for families interested in adopting Minnesota waiting children or private adoptions.

We also train & mentor families who are interested in becoming foster parents and facilitate adoption and foster care support groups.

#### Roles & Responsibilities:

- prepare home studies
- case management & supervision of placement
- coordinate services based on family needs
- matching families & children throughout Minnesota
- special agency projects
- recruitment opportunities

**Administrative Intern:** To support the administrative and managerial functions of the agency and President through activities in legislative advocacy and public policy, fund raising, organizational policy development, organizational and program evaluation, research, and volunteer management as the agency priorities dictate. Interns will learn the basics and some of the intricacies in several areas and will lead in one of the areas during the nine month internship. Interns will represent AAAPPA in community engagement activities in doing the work and will be able to develop new alliances for AAAPPA.

#### Position Responsibilities:

- Recruit, train, and manage volunteers to convert client paper files to electronic disk. Determine what is important to scan as required by law; the order of the documents, and the process for retrieval.
  - Participate in the development of the Family Reunification Act and other bills with other legislative advocates from other agencies
  - Introduce AAAPPA to lawmakers
  - Conduct phone interviews with clients for program evaluation and present results
  - Write Standard Operating Procedures governing internal adoption and foster care processes
  - Explore the feasibility of conducting a direct mail fundraising activity with other African American agencies in the Twin Cities
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### **Brief Description 2010**

#### **AGENCY**

#### **Chisago County Health & Human Services**

313 North Main Street #239  
Center City MN 55012

Karol Jensen-Schneider

Field Liaison

Tel: 651-213-5257

Fax: 651-213-5401

Email: [kjjense@co.chisago.mn.us](mailto:kjjense@co.chisago.mn.us)

[www.co.chisago.mn.us](http://www.co.chisago.mn.us)

Hartford Partnership

Hours: Monday-Friday 8:00 – 4:30 p.m.

Some evening hours.

Also have office at 6133 402nd Street,  
North Branch, MN 55056

#### **DIRECT PRACTICE OPPORTUNITIES**

Chisago County Health and Human Services provides an array of services to residents of Chisago County including child welfare, adult services, adult and children's mental health, and developmental disabilities services. Field students may also become involved in the following services: foster care and child care licensing, adoption and permanency, chemical dependency, child support, employment services, financial assistance, home health and public health services.

#### **DIRECT PRACTICE:**

Intake and assessment; Goal planning/case management; SSIS training and experience; Treatment plan development; Group facilitation; Involvement in the court process; Diagnostic assessments; Clinical case management

#### **PDPA OPPORTUNITIES:**

With the many reforms currently going on in the health and human services, a county field placement provides students with direct access to how these reforms play out at the local level.

Administration interns can anticipate opportunities for skill development and experience in the following areas:

Program development and planning; Outcome-based program evaluation; Community assessment; Inter-agency collaboration; Policy development and analysis; Regional planning for human services; Performance based contract management.

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### **Brief Description 2010**

#### **AGENCY**

#### **CLUES-Comunidades Latinas Unidas En Servicio**

797 E. 7th Street  
St. Paul MN 55106

Melissa Flores Fioravanti

Marriage & Family Therapist

Tel: 612-746-3519

Fax: 612-871-1058

Email: [mflores@clues.org](mailto:mflores@clues.org)

[www.clues.org](http://www.clues.org)

Hartford Partnership

M-F 8:30am - 7:00pm

Interns must be able to communicate effectively in both English and Spanish.

CLUES is a leading provider of social services for the Latino Community in Minnesota through its five core service areas of Mental Health, Chemical Health, Employment, Education, and Elder Wellness. CLUES' mental health services are designed to serve the Latino Community in a bilingual and bicultural manner. Mental health clients receive the utmost respect and understanding when receiving comprehensive evaluations and treatments within our Rule 29 clinic licensed by the Department of human Services. Case managers also see clients off site at other locations including schools, homes, and community centers. Throughout the years, CLUES mental health services developed and grew with a continued focus on providing more efficient and effective services to clients through best practices. In 2007 mental health and chemical health joined forces to create the combined mental illness chemical dependency (MICD) treatment program, the first of its kind that is bilingual and bicultural in the state, to effectively treat co-occurring disorders.

Students would have the opportunity to work in mental health, family services, and aging well departments. Educational level (bachelor's or master's) and internship requirements will determine the appropriateness of the intern's activities. Types of activities available may include: therapy (individual, family, couple, group), victim advocacy for victims of sexual assault, case management, parenting education, coordinating therapeutic activities in the adult day center. .

Interns will learn valuable client charting skills through peer chart reviews and clinical consultation. Interns will learn how different programs within an agency can work together holistically. The intern will also gain an understanding of how different systems (government) can influence programming and funding streams. Students should have some training in boundaries, and an open mind to learning and cultural competency.

Students exploring clinical placement would be exposed to different styles of therapy such as narrative, cognitive-behavioral, psycho-dynamic, etc.

Students will learn how to perform diagnostic assessment, create and implement treatment/case plans. Students may learn how to use basic assessment tools (CASII, SDQ, PHQ-9). Students will learn practical and clinical skills as well as how funding influences agency programming.

### **Brief Description 2010**

#### **AGENCY**

#### **CommonBond Communities**

328 W Kellogg Blvd  
St. Paul MN 55102

Liz Hagstrom  
Director of Senior and Disability Services  
Tel: 651-290-6239  
Fax: 651-291-1003  
Email: Elizabeth.

[www.commonbond.org](http://www.commonbond.org)

Hartford Partnership

Hours: varying between 7:30-6:30 based on site needs; Mon - Fri, Wed. required  
BSW locations: Seward- Minneapolis, Midway-St. Paul, Northern Suburbs (Blaine/Moundsview/Fridley), Little Canada, and western Hennepin County (Maple Plain/Excelsior/Mound).  
MSW locations: St. Paul and the northern Suburbs (Blaine/Moundsview/Fridley)/St.

CommonBond Communities is the Midwest's largest nonprofit provider of affordable housing with services. Our placements this year are located in St. Paul, Minneapolis, Western Hennepin County, the Northern suburbs and Little Canada. Our programs serve a broad range of client populations including: seniors in independent living housing, low-income families including East African refugees and special needs groups. Advantage Services Social Workers coordinate services to support families. In senior communities, Advantage Services supports older adults as well as persons with disabilities in their efforts to live independently through the provision of information, referral services, and service provider coordination. Advantage Centers are resource centers located in housing communities that provide physical space for computer labs, youth programs, employment counseling and health/wellness promotion.

BSW: These placements are located in Minneapolis, St. Paul, Little Canada and Western Hennepin County. Assignments involve employment placement assistance work, senior citizen or family direct service and youth program assistance. \*\*Please note: the HPPAE placement could also be considered for a BSW placement in the northern Suburbs (Blaine/Moundsview/Fridley).

Foundation: This placement (1) is located in Midway St. Paul and will provide a broad range of the social work experiences with a focus on adults, youth and families. There is cultural, language and racial diversity including populations of East African immigrants/refugees and African Americans. Potential experiences include: Working with adults individually to address concerns and referrals; Coordinating resident community events with resident volunteers; Facilitating elders and/or youth groups; Attending community service network meetings; Conducting special topic programs and/or community needs assessments.

PDPA: These (2) placements are located in St. Paul and the Northern Suburbs. They offer opportunities to experience various facets of non-direct practice social work. These placements work with staff serving Advantage Centers. Learning opportunities include: New Advantage Services site start up; clinical protocol revision/ development; Developing staff department trainings; Assisting with grant and report writing; Facilitating staff work groups; Program development- youth programs. Placement (1) with Director of Family Programs in the St. Paul central office and could involve visiting other sites surrounding St. Paul.

HPPAE placement (1) is with the Director of Senior Services (St. Paul) and an Advantage Services Coordinator (northern Suburbs- Blaine/Moundsview/Fridley), who has a background in Gerontology. This placement includes administrative and direct service with disabled and senior

### **Brief Description 2010**

#### **AGENCY**

#### **Community Action of Minneapolis**

2104 Park Avenue South  
Minneapolis MN 55404

Wanda Muhammad  
Director, CFD  
Tel: 612-334-3672 x429  
Fax: 612-335-5855  
Email: [wmuhammad@campls.org](mailto:wmuhammad@campls.org)

[www.campls.org/](http://www.campls.org/)

Hartford Partnership

M-F 8:30am - 5pm  
Some evenings and Saturdays

#### **Program Development, Policy & Administrative Intern**

Intern will learn efficient and effective human services management practices.

-Responsible for learning how to manage all administrative, operational, and financial functions including implementing board policies; Responsible for advancing the interests of the agency as expressed in the mission statement; Participate on a planning team with Community Action Children & Family Development staff; Plan a program evaluation based on evaluation results; Complete a problem analysis/needs assessment; Design a new service program or a program change; Develop a volunteer/program budget; Develop a grant program proposal; Develop an evaluation instrument for Self-sufficiency Program: gather, analyze and write report; Assist with a development process.

**Family Services Coordinator Intern:** Intern will develop social work skills while educating customers about the skills and resources necessary to become self-sufficient. To assist them in identifying and eliminating personal, social, financial, educational, and employment barriers which result in dependency on public assistance. Responsibilities include: Case Management-Provide case management services individual households enrolled in the self-sufficiency program, provide screenings, enroll them in programs, serve as an advocate for family, document information, maintain confidentiality, assist with resume development, case notes; Group Facilitation-Coordinate and facilitate groups; Develop new groups or revise current ones as needed, research, develop, compile, assemble and test appropriate materials; Coordinate, facilitate and implement groups throughout service area; Evaluate effectiveness of groups; Policies and Procedures development; Will assist with development of policies and procedures for the program, provide information regarding program development activities and procedures; Community Relations; Staff Development

**Family Support Intern:** Intern will build nurturing relationships with families by one-on-one home and office visits to identify challenges to well-being, establishes goals and develops written plans to utilize family strengths, facilitates use of resources and serves as a source of support for the family. Responsibilities include: Assessing families in crisis; Planning and assist in identifying realistic goals and action steps for customers; Provide support to families; Utilize and establish partnerships with community resources; Team membership

### Brief Description 2010

#### AGENCY

#### Division of Indian Work

1001 East Lake Street  
Minneapolis MN 55407

Noya Woodrich

Executive Director

Tel: 612-722-8722 ext 300

Fax: 612-722-8669

Email: noya@gmcc.org

[www.gmcc.org/diw](http://www.gmcc.org/diw)

Hartford Partnership

Hours: Building open M-F 9-4:30. Some programs operate into the evening and on weekends.

The Division of Indian Work has 4 programs, 1 project, and administration in which interns are accepted. Those programs/projects are as follows:  
Horizons Unlimited: Monthly food shelf service, Thanksgiving and Christmas food distribution, Coats for Kids, and Toys for Tots, information and referral.  
Healing Spirit: Housing, support services and cultural education for American Indian youth in the long term foster care system.  
Youth leadership Development Program: Onsite tutoring and activity groups for 7-17 year-olds; teen pregnancy prevention project (Live It!); Reduce Tobacco Abuse Project; American Indian math project (math tutoring program that takes place at Anishinabe Academy).  
Strengthening Family Circles: Transitional Housing; permanent Supportive Housing, domestic Abuse Support group, men and women's anger management groups, mothers and fathers parenting groups, pre-natal groups, Doula's, Healthy Start, Phoenix Project (for trafficked and prostituted girls and women), spiritual counseling services, domestic abuse advocate, home visits.  
Recovery Maintenance Services: Recruitment and training of sobriety coaches, case management, resource and referrals, cultural education, support groups, family involvement all geared towards helping people maintain sobriety.  
Administration: Fundraising, strategic planning, staff training, environmental scans, volunteer management, program development, board development, communications/marketing, partnership development, and human resource management.

Interns in all programs would get extensive experience working with American Indian families and individuals and increased knowledge of American Indian culture. Exposure to involvement in both group and individual work is available in all programs.

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### Brief Description 2010

#### AGENCY

#### ElderCare Rights Alliance

2626 E. 82nd Street, Ste. 230  
Bloomington MN 55425

Janet Golden

Executive Director

Tel: 952-854-7304 ext. 224

Fax: 952.854.8535

Email: jgolden@eldercarerights.org

[www.eldercarerights.org](http://www.eldercarerights.org)

Hartford Partnership

Hours: Day and perhaps some evening hours.

Student must have a car and mileage is reimbursed.

The ElderCare Rights Alliance (ECRA) is a non-profit advocacy agency founded in 1972 to improve the quality of life for elders and adults with disabilities receiving care in all aspects of the long-term care continuum. The ECRA is an advocacy and educational organization that offers one-on-one and group training in the areas of resident rights, dignity, respect, and elder abuse prevention and awareness.

The ECRA's mission is to advance the principles of justice and dignity in long-term care through education, advocacy and action. There are five main service areas:

- 1) Individualized coaching for elders and adults with disabilities receiving care at home or in community-based settings.
- 2) "How Do You Care? Your Loved One Needs Help" training for elders and their family/friend caregivers preparing to enter the long-term care system.
- 3) Education and support for resident and family councils in nursing homes.
- 4) Advocacy and education on elder abuse awareness.
- 5) Direct client services for elder abuse victims.

Three types of internships available, depending upon the interests and skills of the applicant.

Elder Justice Intern: Will provide intake, information and referral services for elder victims of abuse, neglect, or financial exploitation (individual); educational presentations on elder abuse awareness (community); or research on quality of care delivery in congregate settings (organizational).

Council Educator Intern: Will conduct educational seminars to resident and/or family councils in nursing homes (groups). Educational material, provided by ECRA, would be on topics such as: resident rights, the role of effective councils, how to form a council, treating residents with dignity and respect, etc.

Community Services Intern: Will provide training, for family members supporting an elder or an adult with a disability, requiring a family-centered and person-centered approach (individual & family); will provide direct coaching for elders and their families, using a solution-focused approach (individual & family). This work also relies on the direction of the client (person-centered) as well as interaction and communication with the family support network.

\*\*Because there is no MSW on staff here, students interested in this placement MUST CONTACT LAURA BOISEN to

### ***Brief Description 2010***

#### **AGENCY**

#### **Epilepsy Foundation of Minnesota**

1600 University Avenue West  
St. Paul MN 55104

Stephanie Kolari  
Program Manager, Community  
Tel: 651-287-2312  
Fax: 651-287-2325  
Email: [skolari@efmn.org](mailto:skolari@efmn.org)

[www.efmn.org](http://www.efmn.org)

Hartford Partnership

Days 8-5, some weekends and evenings possible

The Epilepsy Foundation of Minnesota educates, connects and empowers individuals and families affected by seizures. We do this by providing FREE information about epilepsy and seizures, teaching seizure recognition and response to schools, business, clinics, senior residences, group homes, service organizations, etc., providing volunteer opportunities, assisting local and national resources, helping parents advocate for their kids, encouraging kids and adults to advocate on their own behalf, connecting individuals and families affected by epilepsy and supporting kids to attend Camp Oz (a camp especially for kids and teens with seizures).

Direct service is limited. No case management. Interns could work with our program department to support various activities to connect individuals and families affected by epilepsy. Our programs and services are community based and educational. An intern could participate in research, program evaluation, education and fundraising for our programs and services. The intern could also work with the program department to develop strategies to reach new populations of people who are not currently accessing our programs and services and may do some analysis on this. The opportunities are numerous and flexible depending on what the intern is interested in learning through the internship.

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### ***Brief Description 2010***

#### **AGENCY**

#### **Family Alternatives**

1089 SE 10th Ave  
Minneapolis MN 55414-1392

Faith Jaspersen  
Field Liaison  
Tel: 612-746-8172  
Fax: 612-379-5328  
Email: [fjaspersen@familyalternatives.org](mailto:fjaspersen@familyalternatives.org)

[www.familyalternatives.org](http://www.familyalternatives.org)

Hartford Partnership

-Hours: Mon-Sat; day, evening and some weekend hours necessary.

-Mileage is reimbursed.

Accepting 2 students.

Family Alternatives is a private, non-profit specialized foster care agency. Using a support team approach and community resources, we are committed to meeting the needs of children within family settings. FA serves a broad population of children, ranging in age from birth to 19 of various racial and cultural groups.

Children in foster care possess many strengths and face numerous challenges. FA works with children, foster families and children's families to identify, build and sustain support teams. Strength based and trauma informed social work is a basic tenet.

Agency programs and activities include: Foster Care licensing, The Visitation Project, Children's Therapeutic Support Services, DBT, Youth Camps and Book Clubs. Interns can be involved in assessment, goal planning and developing strategies with youth and families that promote growth and success.

The primary population served is adolescents; therefore, working with youth to prepare for adult living is a primary component of our program. Individual and group supervision is provided.

### **Brief Description 2010**

#### **AGENCY**

#### **Grasstops, Inc.**

550 Rice Street  
St. Paul MN 55103

Juliana Keen  
Interim Executive Director

Tel: 651-890-6284

Fax:

Email: juliana@grasstopsinc.org

[www.grasstopsinc.org](http://www.grasstopsinc.org)

Hartford Partnership

-Student needs to be able to work from home and at the state capitol.

16 – 20 hours per week

Flexible work schedule with most tasks occurring during the business day, some nights and weekends during legislative session.

Grasstops, Inc. is an advocacy organization that helps nonprofits and community groups overcome the barriers to public policy involvement. Grasstops works with a range of clients including the Pay Equity Coalition, The MN Youth Advancement Act/The MN Runaway and Homeless Youth Act, the MN School Social Workers Association and the Mentoring Partnership of MN. We are seeking an MSW level practicum student in the PDPA concentration.

During the 2008/2009 school year there will be a range of opportunities for a practicum student. Specifically, a student could work with the MN School Social Workers Association to develop and implement a strategic public policy action plan, organize state wide membership around proposed legislation, and then monitor, track and lobby for school social workers.

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### **Brief Description 2010**

#### **AGENCY**

#### **Hennepin County Children & Family Services - West Broadway**

West Broadway Village  
Minneapolis MN 55411

Paul Lennander

Staff Development

Tel: 612-596-1349

Fax: 612-287-7003 (the Village)

Email: paul.lennander@co.hennepin.mn.

[www.co.hennepin.mn.us](http://www.co.hennepin.mn.us)

Hartford Partnership

HOURS

8:00AM-4:30PM

Occasional evening hours available

**All internship opportunities will be posted and applied for online at:**

**[www.hennepinjobs](http://www.hennepinjobs.com)**

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The Village is a neighborhood outreach site located in north Minneapolis. The Village approach includes working with community to create programs that responds to identified strengths and challenges. This includes Project Empowerment: (an inter-agency collaborative offering individual, family and community based support) & projects in partnership with Nellie Stone Johnson Community School focusing on middle school youth and their families.

MSW Internships are available for students at U of M, Community Practice and Augsburg PDPA.

#### **VILLAGE RESOURCE TEAM**

The Village is one of Hennepin County's neighborhood offices that helps people from the North Minneapolis Area get connected to the local and county resources.

Learn how to implement a computerized assessment tool as you identify families' needs, strengths and available resources.

Become familiar with community and county resources.

Network and build relationships with neighborhood partners in order recognize the community strengths and to better serve families.

#### **LEAD PEACE: YOUTH LEADERSHIP SERVICE LEARNING PROGRAM**

Lead Peace is a curriculum which engages students in creative, experiential way and empowers them to be active engaged citizens in their school, homes and communities.

Lead Peace is implemented using a small group modality. As an intern you will co-facilitate these youth leadership groups along with a trained social group worker in a collaboration that includes a Minneapolis middle school, a community neighborhood non-profit and the University of Minnesota's research and evaluation team.

Learn the principles of social group work and how to implement them with intention and purpose.

### Brief Description 2010

#### AGENCY

#### Hennepin County Human Services

Government Center - MN 160  
Minneapolis MN 55487

Paul Lennander  
Staff Development  
Tel: 612-596-1349  
Fax: 612-348-6901  
Email: paul.lennander@co.hennepin.mn.

[www.co.hennepin.mn.us](http://www.co.hennepin.mn.us)

Hartford Partnership

Hours: Fall-Spring two days per week,  
daytime hours.

**All internship opportunities  
will be posted and applied  
for online at:**

**[www.hennepin.jobs](http://www.hennepin.jobs)**

-Cars are needed for many field  
placements. Mileage and parking are

As a large organization of Human Services and Public Health, Hennepin County has multiple areas of internship opportunities. We have experiences in both Policy Development and Public Administration and Clinical Case management with individuals and families.

Field Placements exist in the following areas

Administrative or Community Experiences:  
Homeless Access and Housing resource development.  
Community Organizing, Youth Engagement.  
Policy, Planning and Quality Assurance, project management.  
Consumer Directed Services-administrative grants and planning.  
Adoption, Grant administration.  
Community practice sites.

Case Management Experiences:

Adult Behavioral Health  
Adoption  
Developmental Disabilities  
Services to Senior and Disabled  
Long Term Foster Care  
Child Protection

**All internship opportunities will be posted and applied for online at [www.hennepin.jobs](http://www.hennepin.jobs)**

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### Brief Description 2010

#### AGENCY

#### International Institute of Minnesota

1694 Como Avenue  
St. Paul MN 55108

Barbara Stone  
Project Coordinator  
Tel: 651-647-0191 ext. 348  
Fax: 651-647-9268  
Email: bstone@iimn.org

[www.iimn.org](http://www.iimn.org)

Hartford Partnership

Full-time, year long position 8:45 am-5:00  
pm with some evenings or weekends per  
year in addition.

-Vehicle helpful but not necessary.

\*NO MSW or Social Worker on Staff.  
Have a licensed MSW arranged for field  
instructor per Barb Stone.

THE INTERNATIONAL INSTITUTE OF MINNESOTA is an inter-racial, non-political, non-sectarian social service agency founded in 1919 to serve both foreign and native-born. It is affiliated with the US Committee for Refugees and Immigrants (USCRI) and the United Way. The Refugee Mentoring (RMP) at the International Institute of MN (IIM) matches volunteer mentors with refugee or asylee men and women who have been in the US for less than five years. RMP has matched over 270 volunteers with mentees from all over the world, including Somalia, Ethiopia, Eritrea, Iraq, Burma, Laos, Cambodia, Liberia, Afghanistan, Cameroon, Congo, Egypt, Haiti, Latvia, Moldova, Russia, Rwanda, Sierra Leone, Togo, Turkey, the Sudan, Ukraine, Vietnam, and Zimbabwe.

Position Purpose: The Project Assistant (PA) will assist in organizing and managing the Refugee Mentoring Program's mentoring program for refugees and asylees.

Job Duties: Assist in arranging mentor/mentee interviews, matches, introductions, and evaluations; Contact mentors for updates on current mentor/mentee relationships and issues; Document match updates in Journey Map entries; Manage and update inquiry, mentor, and mentee databases; Assist in organizing and conducting mentor trainings; Respond to a variety of queries from social service organizations and the general public; Attend workshops related to refugee issues and social service information; Research community resources and refer mentees as needed; Troubleshoot complex and time-consuming issues that arise for mentees; Provide specialized services to individual mentees with specific needs – computer setup, managing and transporting donations, etc; Plan RMP social events for mentors/mentees; Recruit mentors through community outreach, volunteer websites, community listservs, newspapers, flyers, and presentations to community organizations; Recruit mentees through relationships with social service centers, other resettlement agencies, cultural community centers, and clients at IIM in the casework office, Nursing Assistant Training Program, and Academic ESL Program; Provide support and encouragement to mentors; Compose and send out newsletters and updates on current events or RMP news; Update the training manual resource section; Maintain inquiry packet materials, training manuals, PowerPoint presentations, and master email list; Meet with project coordinator weekly to discuss goals, tasks, and partner updates.

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### **Brief Description 2010**

#### **AGENCY**

#### **Lutheran Social Services (LSS) of Minnesota - Advocacy**

2485 Como Ave  
St. Paul MN 55108

Kirsten Anderson-  
Public Policy Manager

Tel: 651-969-2354

Fax: 651-969-2360

Email: kanderso@lssmn.org

[www.lssmn.org](http://www.lssmn.org)

Hartford Partnership

Hours: 12-16 hours per week (possible nights and weekends)

Two internship possibilities:

1)Grassroots organizer internship. Intern will strategize with CP&A staff on the best ways to fully represent the campaign, develop materials, training programs, community celebrations, assist in organizing and mobilizing individuals for the 2008 elections. Project assignments are flexible based on student interest and skills. This internship is stretched over the course of the academic year.

2)Public policy internship. Intern will take the lead on one issue area for the period of the internship, attend and provide brief summaries of legislative committee hearings, monitor and summarize relevant legislation as it comes up throughout legislative session, research policies and issues (mostly internet), represent LSS and participate in coalition meetings, assist in organizing and mobilizing individuals for the 2010 elections. Project assignments are flexible based on student interest and skills. This internship is stretched over the course of the academic year. Learning opportunities: Public policy development and implementation, materials development, public speaking.

LSS seeks to bring back a positive can do attitude to civic life in Minnesota. We believe that by positively framing our message, and a vision of what Minnesotans can accomplish, together we'll be able to accomplish our vision. Our office seeks to encourage and inspire individuals to integrate their value systems and their political action - particularly on behalf of individuals in our society who are marginalized, whether because of their age, class, ability, race, sex, sexual orientation, etc.

Possible Internship Project:

Look at Senior Nutrition services for older adults – congregate dining, meals on wheels, diner's clubs, etc. – and the value of these services. There has not been a rate increase for decades (literally) and it's a struggle for these services to operate on such a shoestring. We want to show the funders (MBA, AAA's) that these services are of a tremendous value to the community through helping to keep older adults in their homes, healthier for longer, etc. It would be beneficial to Senior Nutrition providers across the state, not just LSS. (There is enough research in Senior Nutrition to fill an entire summative if someone wanted to.)

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### **Brief Description 2010**

#### **AGENCY**

#### **Mentoring Partnership of Minnesota**

81 S Ninth Street, Suite 200  
Minneapolis MN 55402

Polly Roach

VP-Strategic Services

Tel: 612-370-9119

Fax: 612-370-9195

Email: pollyr@mpmn.org

[www.mpmn.org](http://www.mpmn.org)

Hartford Partnership

Hours: M-F 8-6pm  
16-20 hours per week from September - June. Flexible work schedule with most tasks occurring during the business day. Located in downtown MPLS; shared work space w/ computer access; private voice mail & e-mail provided. Some local and in-state travel possible; mileage reimbursement is available along w/

We provide training and technical assistance, public policy support and advocacy, promotions and volunteer recruitment for over 400 youth-adult mentor programs throughout Minnesota.

The Mentoring Partnership of Minnesota works to connect Minnesota youth with quality mentoring experiences.

#### Internship Opportunities:

- Assist with the development and implementation of the Mentoring Partnership's Public Policy Initiative;
- Cultivate relationships with mentoring constituents and community leaders;
- Identify champions and supporters of mentoring and develop tracking methods for all advocacy contacts and activities;
- Monitor policy initiatives related to mentoring at local, state, and federal levels;
- Provide information, key messages and educational materials to encourage grassroots action to shape public policy;
- Develop and implement training on public policy issues for various mentoring constituents;
- Educate community members and policy makers on issues related to mentoring; and,
- Provide public policy content and activities for Mentoring Partnership outreach activities such as Minnesota Mentoring Conference, National Mentor Month, Metro Mentor Network and collaboration with other statewide advocacy groups.



### **Brief Description 2010**

#### **AGENCY**

#### **Metropolitan Area Agency on Aaina (MAAA)**

2236 McKnight Road  
North St. Paul MN 55109

Kate Houston

Field Liaison

Tel: 651-917-4611

Fax: 651-641-8618

Email: Kate@tcaging.org

[www.tcaging.org](http://www.tcaging.org)

Hartford Partnership

Hours:

8:00-4:30pm Monday-Friday

-Interest in and knowledge of aging and caregiving issues. Excellent writing and other communication skills. Ability to

work professionally with MAAA

stakeholders and community

organizations is important.

-Mileage and parking are reimbursed.

\*Information and Assistance-on-going operation of the Senior LinkAge Line call center for seniors and caregivers and the volunteer based Health Insurance Counseling Program.

\* Advocacy-developing the statewide Minnesota Leadership Council on Aging to raise awareness of aging issues, trends, assets among public and private funders and policy makers.

\* Fund Distribution- on-going grant making and contracting including policy development for community services for elders-e.g. meals on wheels, legal, transportation, caregiver support, chore, health promotion, etc.

\*Program Development and Coordination projects related to service development, systems change, technical assistance to service providers in a variety or content areas: Evidence Based Health Promotion, Falls Prevention, Caregiver Support, Community Planning, minority services, etc.

PDPA: Project based research and analysis related to MAAA's fund development role, evidence based program implementation support, working caregiver initiative research and implementation support. Research, staffing, and event planning support to Leadership Council on Aging (advocacy work). Research, community presentations, staffing support for Communities for a Lifetime initiative. Training in health insurance counseling, conducting community outreach presentations, assisting with volunteer recruitment, training management.

BSW: Information and Assistance Program: Health Insurance and community resource training and conducting community outreach presentations.

### **Brief Description 2010**

#### **AGENCY**

#### **Minnesota Department of Human Services - Aaina & Adult Services**

PO Box 64976  
St. Paul MN 55164-0976

Sarah Myott

Research & Evaluation Analyst

Tel: 651-431-2571

Fax: 651-431-7415

Email: sarah.m.myott@state.mn.us

[www.dhs.state.mn.us](http://www.dhs.state.mn.us)

Hartford Partnership

Hours: DHS' business hours 7:30am -

5:00pm, Mon-Fri

One intern 08-09 (possibly two with

HPPAE)

Agency Physical Address:

540 Cedar Street

St. Paul, MN 55155

The Aging & Adult Services (AAS) division of DHS works to help seniors find the resources they need to continue living in their homes for as long as possible. The AAS division carries out multiple roles and functions, including policy development and program administration. AAS is also responsible for the administration of federal Older Americans Act (OAA) funding through its network of Area Agencies on Aging & for staffing the MN Board on Aging. The student will have the opportunity to work with one or both of the following units: Home and Community-Based Services (HCBS) Policy Unit and the Resource Development Unit.

The HCBS Policy Unit of AAS develops policy and administers state and federally-funded public programs for seniors and also works with the broader AAS division and MN Board on Aging to integrate the goals of public programs with broader aging initiatives and development efforts. The Aging HCBS policy unit administers programs including the Long-Term Care Consultation, Elderly Waiver and Alternative Care, caregiver supports and related programs that aim to keep older Minnesotans independent in the community. With this unit, the student will primarily work on research and evaluation projects which support the larger quality management system for the HCBS programs administered by DHS. Example assignments include the coordination of consumer or organizational survey projects, data analysis projects, and reporting and dissemination of information to division staff and lead agencies. The student will gain skills in program evaluation & research and will also be exposed to policy development, implementation & analysis process.

The Resource Development Unit develops and implements policies and programs that affect older adults of all income levels, with a specific focus on non-medical community services, nutrition services, and health promotion programs. The student will gain a strong understanding of state and federal policies and programs that support older adults and family caregivers. The student will have opportunities to work on projects related to grants management, administration, and monitoring; policy proposal development; and community capacity development. The student will gain skills in reviewing and interpreting public policy, implementing program changes by engaging stakeholder groups, and reviewing and reporting on data gathered by DHS.

### ***Brief Description 2010***

#### **AGENCY**

#### **Minnesota Department of Human Services - Child Safety and**

PO Box 64943  
St. Paul MN 55164-0943

Kimberly Stone  
Field Liaison  
Tel: 651-431-4691  
Fax: 651-431-7522  
Email: Kimberly.Stone@state.mn.us

[www.dhs.state.mn.us](http://www.dhs.state.mn.us)

Hartford Partnership

Hours: M-F 7:30/8:00-4:00/4:30

Department of Human Services, Child Safety and Permanency (CSP) division is responsible for providing policy, philosophical leadership and training to Minnesota's eighty-seven county social service agencies, foster, adoptive and kinship providers and eleven tribal agencies. CSP is funded with both federal and state dollars to provide culturally competent child welfare and child protection training, foster care, adoption, adolescent and mental health services to children and families statewide. Through contracted services and programs, both private and public agencies partners with CSP in developing and administering a vast array of child and family-centered programs.

Interns will learn about federal and state laws as it applies to child welfare practice in state, county, tribal and private agencies. Students will be given opportunities to provide input about emerging child welfare programs. Students will assist in researching programs, developing written materials and coordinating training and technical assistance to county, tribal and private agencies. Students will be expected to utilize and expand their knowledge of social work best practices.

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### ***Brief Description 2010***

#### **AGENCY**

#### **Minnesota Department of Human Services - HIV/AIDS Division**

Elmer L. Andersen Human Svc. Bldg.  
St. Paul MN 55155

Michelle Sims  
Field Liaison  
Tel: 651-431-2406  
Fax: 651-431-7414  
Email: michelle.sims@state.mn.us

[www.dhs.state.mn.us](http://www.dhs.state.mn.us)

Hartford Partnership

Hours: M-F 8am-5pm (hours very flexible).

- September-May placement.

The Department of Human Services HIV/AIDS Division provides services and supports for Minnesotans living with HIV/AIDS. As an integral part of HIV treatment, the Department administers programs which access HIV/AIDS medications, insurance, mental health, dental care, nutritional supplements, and case management.

Additionally, the Department is the lead agency in HIV/AIDS related services and supports, but works with the Department of Health regarding statewide prevention and infection reporting. Other areas of interest to the division include: Hepatitis C issues, employment, housing, community outreach and education, refugee concerns, and medication adherence.

### **Brief Description 2010**

#### **AGENCY**

#### **Minnesota Department of Human Services - Resettlement Programs**

444 Lafayette Road North  
St. Paul MN 55155

Gus Avenido

Tel: 651-431-3837

Fax: 651-431-7483

Email: gus.avenido@state.mn.us

[rpo.dhs.state.mn.us](http://rpo.dhs.state.mn.us)

Hartford Partnership

Hours: weekday days

-Student will need to have a vehicle, mileage is reimbursed.

-Accepting one student

The Resettlement Programs Office is a unit in the Administration of Children and Families within the Department of Human Services. Its primary charge is to coordinate various public and private programs and benefits for refugees in the state. We fund an array of benefits and services for the refugee population including the administration of a 5 year program for elder refugees. The primary source of funding is the federal Office of Refugee Resettlement. In addition, we partner with other agencies within the Department of Human Services and other state agencies to ensure that services are effectively provided to refugees and other immigrants.

Our unit advances social and economic justice by ensuring that like other Minnesotans, refugees and other new Americans have a meaningful access to all the opportunities that make Minnesota great: quality education, healthy and safe environment, quality of life and good paying jobs. We also connect public and private stakeholders on message regarding the State's goal for resettling and integrating refugees.

The student will observe and track how services are being provided to refugee elders in Minnesota under the grant project. S/he will also review existing policies and guidelines that underpin services for elderly. S/he will be working with program managers, DHS policy staff and some clients. Some of the practice methodologies are: problem solving, strengths based plan development; cross-cultural counseling. Values that may be learned could include: respect for differences and frameworks; cooperation; and appreciation of other traditions. Because the student will be working with various NGOs and refugee elders, she will have exposures to social and economic justice issues of elders from various nationalities.

The student will be able to meet with two supervisors on a weekly basis. This supervision will focus on relating the student's activities to social work theory and practice. The student will have a task supervisor within the Resettlement Programs Office in DHS to will provide supervision with program administration.

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### **Brief Description 2010**

#### **AGENCY**

#### **Minnesota Fair Trade Coalition**

2511 Franklin Ave E  
Minneapolis MN 55405

Jessica Lettween  
Director

Tel: 651-214-6064

Fax: 612-333-5891

Email: jlettween@citizenstrade.org

[www.fairtrademinnesota.org](http://www.fairtrademinnesota.org)

Hartford Partnership

Schedule can typically be very flexible. A good amount of the work assigned to the intern could probably even be done away from the office. Intern would need to be available for monthly meeting and occasional events that occur evenings and weekends. It would be ideal if the intern could set a weekly schedule in the office so director knows when the intern is

The Minnesota Fair Trade Coalition is a coalition of over 40 labor, family farm, interfaith, environmental and social justice organizations across the state of Minnesota.

We engage with the Minnesota community, elected officials and media in order to advocate for the benefits of fair trade and explain why the current system of unregulated trade fueled by agreements such as WTO, NAFTA and CAFTA has favored the interests of a few multinational corporations instead of the interests of a majority of the world's people.

MNFTC promotes the benefits of a fair trade system that, through the trading of goods and services, can achieve economic justice, support human and worker rights, promote healthy communities and protect the environment.

With the coming election cycle, interns would have opportunities to research candidates for the coalition, send and collect candidate surveys, attend candidate forums to ask candidates questions on trade, create voters guides, etc.

Other activities involve working on the Trade Stories Project (see website for info), communications like Op Eds and press releases, membership engagement, administrative tasks, coalition building, research on trade issues, planning and execution of special events, and much more!

Our coalition only has one paid staff person (the director, who also is only part-time), so there are lots of opportunities for hands-on projects that the intern can really take ownership of. An intern who has a special interest in developing skills in public policy with a small nonprofit is ideal. The intern should be someone who is self-directed and can work efficiently with minimal supervision or resources.

\*We do not have a phone in the office, so student would either need to use his/her own phone or coordinate schedule with director to use director's phone.

### ***Brief Description 2010***

#### **AGENCY**

#### **Minnesota Home Ownership Center**

1000 Payne Avenue  
St. Paul MN 55130

Karen Duggleby  
Research and Evaluation Director  
Tel: 651-659-9336 ext. 102  
Fax: 651-659-9518  
Email: karen@hocmn.org

[www.hocmn.org](http://www.hocmn.org)

Hartford Partnership

Hours: M-F week days, some evenings  
- Mileage is reimbursed.

The Minnesota Home Ownership Center's mission is to promote and advance successful home ownership in Minnesota, with a focus on serving the needs of low- and moderate-income families and emerging markets. At the core of this mission is the belief that lower income households can achieve and recognize the benefits of long-term homeownership if they enter homeownership through the right door—prepared to make wise, informed decisions for their families.

The Minnesota Home Ownership Center offers a unique approach to homeownership preparedness and sustainability: using a centralized, managed structure. In its centralized role, the Center provides leadership for key initiatives and partnerships that promote home ownership preparedness and sustainable homeownership throughout Minnesota. The Center ensures statewide access to high quality, consistent services by convening a network of agencies that deliver its home ownership education and foreclosure counseling programs.

The Center's approach emphasizes:

- High-quality programming grounded in national best practices
- Programming that is responsive to the changing environment
- Consistency of service delivery for consumers regardless of programming location
- A leadership entity serving as a single point of contact and expertise for industry stakeholders, funders, and the broader community.

Mortgage industry stakeholders concerned with affordable, sustainable home ownership founded the Minnesota Home Ownership Center in 1993. Since that time, the Minnesota Home Ownership Center and its network have achieved a strong record of accomplishment across the state in helping primarily economically disadvantaged and underserved households access sustainable home ownership.

Internship Overview: Interns at the Center will spend the majority of their time working with the homebuyer education and mortgage foreclosure programs. Work opportunities include the following areas;

- Research (survey, quantitative, qualitative, and work with producing annual program reports)

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### ***Brief Description 2010***

#### **AGENCY**

#### **Minnesota Housing Partnership**

2446 University Ave. W  
St. Paul MN 55114

Leigh Rosenberg  
Research and Outreach Manager  
Tel: 651-925-5543  
Fax: 651-649-1725  
Email: lrosenberg@mhponline.org

[www.mhponline.org](http://www.mhponline.org)

Hartford Partnership

Flexible daytime hours.  
-Stipend depends on agency resources

MHP advocates for affordable housing policy at the state and federal levels, engages in policy research and public education about affordable housing, and provides technical assistance and loans and grants to communities and organizations for the production and preservation of affordable housing.

Internship opportunities would be tied to our research, advocacy, and communications work for advancing an affordable housing agenda at the state and federal levels. Work might involve grassroots legislative organizing, conducting and disseminating research, media advocacy, and development of new materials.

### **Brief Description 2010**

#### **AGENCY**

#### **Minnesota Women's Consortium**

550 Rice Street  
St. Paul MN 55103

Belle Khuu  
Project Coordinator/Social Work  
Tel: 651-228-0338  
Fax: 651-292-9417  
Email: eesi@mnwomen.org

[www.mnwomen.org](http://www.mnwomen.org)

Hartford Partnership

We are flexible on the schedule, but it has to occur sometime Monday-Friday, 9:00-5:00. We do not have weekend or evening hours available.

The intern would work in an open office at an assigned desk with computer and phone. There is great opportunity for the intern to create or direct projects based

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The Elder Economic Security Initiative™ is an exciting new initiative that seeks to build economic security for older adults through a multi-pronged approach that includes organizing, advocacy and research. The Initiative enables policy makers, aging advocates and others to develop policies and programs to help seniors age with dignity while promoting their economic security. A key component of the initiative is the Elder Economic Security Standard™ Index, a measure of well-being that determines the income and supports needed for older adults to live modestly depending on their health and life circumstances.

The intern will assist with the continued development of the Minnesota Elder Economic Security Initiative. This is a great opportunity to get experience with policy writing and research, working with legislators, and networking with leaders in the aging community. Responsibilities include grant writing, e-communication, blogging, advocacy work, meeting leadership, coordinating the efforts of all five partners, and taking directions from the national organization (Wider Opportunities for Women). Some traveling opportunities provided if the student is interested.

### **Brief Description 2010**

#### **AGENCY**

#### **National Association of Social Workers (NASW)**

1885 University Avenue W Suite 340  
St. Paul MN 55104

Alan Ingram  
Field Liaison  
Tel: 651-293-1935  
Fax: 651-293-0952  
Email: alan@naswmn.org

[www.naswmn.org](http://www.naswmn.org)

Hartford Partnership

Hours: Weekdays/some evening hours possible by arrangement  
-Very valuable experience for student to obtain cross-sectional view of profession in action.

Membership organization for 2000 professionally trained social workers in MN. NASW develops quality CE programs; membership services, including job information, consultation on practice issues, liability insurance, opportunities to network with peers; produces an online newsletter; and advocates for professional and social policy issues. NASW also enforces its Code of Ethics. We employ program planning and community organization methods. Intern would have a broad range of management, planning and organizing experiences in this small, 2 person office. Clientele are professionally trained social workers who are, or could become, members of NASW.

Potential educational experience for the students: organizing members for political action; policy development when needed; preparation for meetings; program development of effective advocacy; survey/evaluation of member needs altitudes for program development and advocacy.

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### **Brief Description 2010**

#### **AGENCY**

#### **Neighborhood House**

179 Robie Street East  
Saint Paul MN 55107

Michelle Ness  
Director of Programs and Evaluation  
Tel: 651-789-2527  
Fax: 651-789-2501  
Email: mness@neighb.org

[www.neighb.org](http://www.neighb.org)

Hartford Partnership

-Hours: M-F. Days and evenings depending on program (limited).

-Preference towards bilingual students: Spanish, Hmong, Laotian, Somali, and other E African languages.

-Placement location is the Wellstone Center, except for opportunities described at our satellite location.

-Supervision is provided individually and

Neighborhood House is a multi-cultural, multi-lingual center, open to all, and committed to the success of refugees and new immigrants. Providing services in the settlement house tradition since 1897 in Saint Paul, Minnesota, Neighborhood House is a first-stop agency offering essential programs that help people put down roots in their new home, learn important life skills, strengthen their families, and contribute to building a diverse and thriving community. Neighborhood House is privileged to work with people from more than fifty ethnic populations as they build and sustain productive new lives.

#### **Educational Experiences Available to students:**

*Direct Practice:*

Basic Needs: Complete assessments; provide resources and referrals, and supportive counseling to people in crisis through the Basic Needs/Food Shelf Program. Spanish, Hmong or Somali language ability required.

English Language Learner (ELL): Support ELL, GED or citizenship instruction to immigrants & refugees providing supportive 1:1 advocacy students & families. Other language ability helpful.

Youth Services: behavioral interventions and support for at-risk youth

Individual & Group services focusing on literacy and early childhood development at our satellite office on West 7th Street: Skills for School & Together Time: Assist with group facilitation for preschool age immigrant children and parents.

Individual Assistance to families (scheduled or walk-ins): intake, assessment, advocacy, & referrals. Spanish, Hmong, Vietnamese, Tigrinia, Oromo or Amharic language ability required. Through our on-site Youth Center. Restorative justice knowledge & applications helpful. English only is ok.

Gang Reduction & Intervention Program (GRIP): work in collaboration with staff, county & city partners to provide individual and group services to Latino youth who are involved with gangs or at-risk for gang involvement; Provide in-home case management services to low-income families including refugees in Ramsey County; Intake, assessment, goal planning, advocacy, & referrals. Latino, Hmong, E. African, & African American families served. Language ability required.

*Community/Macro Practice:*

Management: Learn & practice supervision, financial management, contract adherence, program development and evaluation, and other management

### **Brief Description 2010**

#### **AGENCY**

#### **Outfront Minnesota**

310 38th Street East, Suite 204  
Minneapolis MN 55409-1337

Monica Meyer  
Public Policy Director  
Tel: 612.822.0127 X115  
Fax: 612.822.8786  
Email: mmeyer@outfront.org

[www.outfront.org](http://www.outfront.org)

Hartford Partnership

No stipend offered.

OutFront Minnesota is a statewide nonprofit working for gay, lesbian, bisexual and transgender equality. MSW interns have the opportunity to work in our Anti-Violence or Public Policy Departments.

In OutFront Minnesota's Public Policy Department, MSW Interns produce materials about GLBT policy issues for the public and elected officials and educate the public about GLBT issues and political engagement.

In the Anti-Violence Department, MSW interns have the opportunity to work on projects related to building a safer community for all GLBT Minnesotans.

Current projects include community resources analysis, client research surveys and other research/community building opportunities related to eliminating violence against GLBT community members.

Interns will also have the opportunity to provide direct services including individual crisis counseling, crime victim advocacy services, court/hospital accompaniment, support group facilitation and crisis telephone counseling services. Interns who wish to provide these services are required to attend our 40 hour volunteer training in September.

The opportunities are open to BSW students as well as MSW students and Foundation level students.

### **Brief Description 2010**

#### **AGENCY**

#### **Pillsbury United Communities**

1201 37th Avenue South  
Minneapolis MN 55412

Tony Wagner  
MSW Field Liaison  
Tel: 612-302-3450  
Fax: 612-302-3490  
Email: wagnera@puc-mn.org

[www.puc-mn.org](http://www.puc-mn.org)

Hartford Partnership

Hours: M-Th 9am-9pm; F 9am-5:30pm;  
some weekends

- Agency conducts criminal background  
checks on employees working with  
vulnerable population.

- Stipend may be offered.

- Internships at Camden, Brian Coyle, and  
Oak Park.

Pillsbury United Communities provides a wide range of human services to over 30,000 people each year in the city of Minneapolis. The majority of people who utilize our services are low-income people of color. Many are new immigrants and refugees.

We are located within six communities throughout north and south Minneapolis, offering safe spaces to gather and quality programming for people of all backgrounds, races and income levels. Programs vary according to the neighborhood in which the centers are located, but include after-school tutoring programs; employment training for single dads; supportive housing for homeless families; domestic abuse advocacy for African women; translation services for Hmong people needing health care; tax assistance for the elderly and low-income residents, theater classes for troubled teens; family advocacy for at-risk youth, and many, many other programs.

Unlike many government agencies and social service providers, we are not merely a "people-mill". Those who utilize our services are not just numbers; we get to know their names and faces and, as a result, are better able to find out what they need and what they can contribute - not just financially, but also through their time, talents and volunteerism efforts. We believe that this is essential to vitalizing healthier families, neighborhoods and communities, and ultimately, a healthier city.

Internship opportunities include direct service with the individuals we work with in our communities, as well as indirect, administrative service in areas such as fundraising, marketing, communications, human resources, and accounting.

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### **Brief Description 2010**

#### **AGENCY**

#### **Pillsbury United Communities - Brian Coyle Community Center**

420 15th Ave S  
Minneapolis MN 55454

Jennifer Blevins  
Director  
Tel: 612-338-5282  
Fax: 612-338-8421  
Email: blevinsj@puc-mn.org

[www.puc-mn.org](http://www.puc-mn.org)

Hartford Partnership

-Hours: M-Th 9am-8pm; some Saturdays.

-Interns must be interested in increasing  
their cultural competency, and have a  
commitment to social justice.

The Brian Coyle Community Center of Pillsbury United Communities (PUC) is located in the Cedar-Riverside neighborhood, which is one of the most densely populated areas in the state, with approximately 1,800 apartment units on two city blocks. The majority of residents in this area are East African immigrants, and it's estimated that over 5,000 children and youth reside here. PUC addresses the complex causes and effects of poverty in the core neighborhoods of Minneapolis. PUC is meeting its mission—creating choice, change and connection—by helping individuals and families confront inequities and create lives that are meaningful to them and reflective of their own values.

At the Coyle Center, we offer services in five focus areas:

1. Adult Services: Including refugee resettlement assistance, family violence prevention and advocacy, support groups, elder services, English Language Learning classes, computer classes & access to technology, legal services, and tax preparation.
2. Health and Wellness: Including family healthcare advocacy, health insurance enrollment assistance, medical interpretation and translation, and community health education workshops for people of all ages.
3. Youth Programs: Including after school, summer & school-success programs, tutoring, mentoring, career counseling and college planning, support groups, computer lab, youth arts, community service projects and volunteer opportunities for teens.
4. Basic Needs and Self-Sufficiency: Including help locating housing and understanding tenants' rights & responsibilities, employment counseling, financial literacy and family loans, food assistance, and emergency financial assistance.
5. Community Engagement: Including community building events, leadership training, partnerships with neighborhood-based organizations for community development, and policy advocacy.

Brian Coyle Community Center also offers residents an institutional-size kitchen, gymnasium, six multi-purpose meeting rooms and a food shelf. In addition to the programs run by Pillsbury United Communities, a number of other organizations operate out of the Coyle Center, including the Confederation of Somali Community in Minnesota, Emerge Community Development, the Oromo Community of Minnesota, West Bank Community Coalition and Cedar Riverside Neighborhood Revitalization Program.

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### ***Brief Description 2010***

#### **AGENCY**

#### **Plymouth Christian Youth Center (PCYC)**

2210 Oliver Ave. N.  
Minneapolis MN 55411

Karen Goodenough  
Director of Youth and Family  
Tel: 612-643-2082  
Fax: 612-522-2519  
Email: kgoodenough@pcyc-mpls.org

[www.pcy-c-mpls.org](http://www.pcy-c-mpls.org)

Hartford Partnership

Monday-Friday, 7am-6pm

Plymouth Christian Youth Center is a human service organization located in North Minneapolis. Our focus is at-risk youth. Our work is carried out through programs of youth development, alternative education, and community organizing. The mission is to enrich the skills, prospects and spirit of north Minneapolis area youth and adults, in partnership with families and communities.

BSW & MSW Foundation: Working with diverse youth in our youth choir, CitySongs. Providing direct one-on-one youth development work, and leading large and small groups during our Social Work education time. Community networking and youth advocacy.

Community Practice (MSW- PDPA): Work as a member of our leadership team. Experiences in fundraising, program development, planning, governance, finance, program evaluation and community revitalization. Community partnerships and youth advocacy.

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### ***Brief Description 2010***

#### **AGENCY**

#### **Ramsey County Community Human Services**

160 E. Kellogg Blvd.  
Saint Paul MN 55101

Becky Montgomery  
Community Practice/Policy: Planner  
Tel: 651-266-4108  
Fax: 651-266-4439  
Email: becky.montgomery@co.ramsey.

[www.co.ramsey.mn.us/hs/index.htm](http://www.co.ramsey.mn.us/hs/index.htm)

Hartford Partnership

Hours: Open M-F 9-5, some workers work 4 10hr days Sometimes work, such as research and literature searches, can be conducted on weekends, evenings, etc. Willing to be flexible to meet both the student's and agency's needs.

The Planning Unit works with the Service Divisions within the county human services department around service development and implementation, community capacity building and service delivery system issues. In addition, Planners respond to Requests for Proposals or are involved in issuing them when needed, and sometimes grant writing.

PDPA Interns work with the assigned Planner and assist with Projects and activities related to service development and implementation, community capacity building, etc. Interns may be assigned to conduct literature reviews regarding best practices, write reports, assist with responses to Requests for Proposals or grants, and work with an evaluator on an evaluation project.



### **Brief Description 2010**

#### **AGENCY**

#### **Recovery Resource Center (RRC)**

1900 Chicago Ave S  
Minneapolis MN 55404

Samantha Sleeman  
Volunteer Coordinator  
Tel: 612-752-8030  
Fax: 612-752-8001  
Email: sderooy@resource-mn.org

[www.resource-mn.org](http://www.resource-mn.org)

Hartford Partnership

Available 8-4:30 M-F. Some evenings may be available. Students must commit to at least two full days per week.

Students in recovery must be free from chemical use problems for 2 years. Ex-felons welcome pending DHS background study and approval.

Recovery Resource Center (RRC), a division of RESOURCE, Inc., is a nonprofit community-based outpatient chemical health program providing case-management, employment and relapse prevention services for men and women since 1972. Services provided by RRC include: Outreach and advocacy; Open-ended, long-term individualized case management and counseling; Community-based referrals and advocacy, including housing, mental health, culturally specific resources, medical, legal, child protection, ongoing education and training, disability resources, and transportation; Employment and vocational services focused on individual career planning, job club, job seeking skills development, job retention, resume development, and employment resources; Structured continuing care relapse prevention curriculum; Education and support groups, focused on goal planning, meditation, reflection, life skills, community resources, and specialized needs; Cultural and gender-specific services; Transitional sober housing for men and women; Long-term housing for men; Domestic abuse prevention and education; Prostitution recover services; Nutrition education for clients.

#### Internship Opportunities:

1. Provision of direct practices from a systems theoretical base.
2. Experience in direct practice with women and men with chemical dependence issues.
3. Practice with women and men with dual diagnosis issues.
4. Direct practice with predominantly people of color.
5. Professional Consultation.
6. Involvement in a "undoing racism, promoting diversity" initiative.
7. Co-Facilitations of individual and group counseling.
8. Case Management, Advocacy, and Service Coordination.
9. Complete intakes, assessments, and develop treatment plans.
10. Grant/Writing/Program Management (if desired).
11. Experience in Non-Profit Management (if desired).
12. Help clients in recovery re-enter the workplace.

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### **Brief Description 2010**

#### **AGENCY**

#### **Resources for the Enrichment of African Lives**

1400 East 24th Street  
Minneapolis MN 55404

Tsehai Wodajo  
Executive Director  
Tel: 612-724-2096  
Fax: 612-724-2096  
Email: tsehai.wodajo@co.hennepin.mn.us

[www.realafrica.org](http://www.realafrica.org)

Hartford Partnership

Hours: We are flexible and could work out details with Augsburg College Women's Resource Center director who is allowing us to use the space at the center.

The Resources for the Enrichments of African lives ( REAL) is 501 (C) 3 organization. It provides educational, leadership and self-sufficiency programs for Ethiopian girls/women from different ethnic backgrounds in Ethiopia. This program is supported by Minnesota, different states and Sweden based sponsors. We are also in process to start Girls/young women empowerment institute here in Minnesota to link the program to the program in Ethiopia. The program here also focuses on leadership and self-sufficiency. Currently we are working on to have some structure in place as early as July 2010.

The interns will have an opportunity to work on a) program and curriculum development for the program here and in Ethiopia b) evaluation for both programs c) girls/young women group facilitation d) grant writing, and e) research on support network. There might be some direct practice opportunities with girls and their families.

\*The meeting and different activities may

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### **Brief Description 2010**

#### **AGENCY**

#### **Spare Key**

1550 E. American Blvd  
Bloomington MN 55425

Anne Bomstad Miller

Executive Director

Tel: 952-406-8872

Fax: 952-406-8874

Email: anne@sparekey.org

[www.sparekey.org](http://www.sparekey.org)

Hartford Partnership

Our office is open from 8 to 5, Monday through Friday.

Spare Key is a 501(c)(3) non-profit whose mission is to provide financial assistance for Minnesota homeowners with a critically ill or seriously injured child. Spare Key does this by making a mortgage payment directly to a family's lender on their behalf after all paid leave has been exhausted or when the child's medical care has resulted in a demonstrated significant reduction of income or increase in expenses.

The diagnosis or injury does not have to be terminal; our Guidelines require a 21-day hospitalization implying the child's condition is serious and/or critical.

Projects Include:

- Research- We would like to better understand how many families throughout the state could qualify to receive our services
- Program Development- Board members would like to formalize a program aimed at engaging the mortgage industry with our organization
- Grant writing
- Marketing & Public Relations- Utilizing social media to increase awareness of Spare Key
- Planning- Spare Key has an ambitious plan for organizational growth

Illness Number of Children

Birth Defects 47%

Cancer 16%

Prematurity 13%

Leukemia 10%

Accidents 10%

Contracted Sudden Illness 4%

Chronic Illness 1%

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### **Brief Description 2010**

#### **AGENCY**

#### **The Mental Health Collective**

3548 Bryant Avenue So  
Minneapolis MN 55408

Lynn Overvoorde

Field Liaison

Tel: 612-668-4195

Fax:

Email: lynn@mentalhealthcollective.org

[www.mentalhealthcollective.org](http://www.mentalhealthcollective.org)

Hartford Partnership

\*More than one interview may be required.

\*Agency contacts student

\*One note about our accessibility for people with disabilities. All of our school sites are wheelchair accessible, but our

AGENCY DESCRIPTION:

The Mental Health Collective is a nonprofit agency working to improve the emotional health and well-being of our diverse community. We provide affordable, accessible, and culturally sensitive mental health services; solve problems through community partnership, provide services in community locations including public schools and neighborhood centers; and mentor mental health professionals in community outreach and collaboration. Our main office is located at 36th and Bryant in South Minneapolis and we operate school based clinics on site at Andersen, Sullivan, and Whinier schools as well as several other schools in South Minneapolis. Students should have an interest in working with children and families as well as individual adults.

LEARNING OPPORTUNITIES:

- Partnership programs with other organizations and agencies
- Community Outreach – multi-cultural populations (e.g. African-American, Latino, African, Native Indigenous)
- Child therapy, play therapy and adolescent therapy
- Individual, couple, & family therapy, co-therapy
- Psychoeducational groups
- Opportunity to work on program development and grant writing in the nonprofit sector
- Individual and group supervision provided

QUALITIES DESIRED FOR EFFECTIVE WORK IN THIS PROGRAM:

- Experience: Some experience in social services field or some therapeutic experience, knowledge of child-adolescent development.
  - Coursework: Needs to have counseling theory, assessment (family and individual).
  - Personal Characteristics: Strong relational skills, creativity, flexibility, interest in community outreach – willing to give and receive feedback – tolerance for ambiguity – comfortable working with autonomy.
  - Spanish/bilingual speaker would be a plus.
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### **Brief Description 2010**

#### **AGENCY**

#### **University of Minnesota - Gay, Lesbian, Bisexual, Transgender.**

46 Appleby Hall  
Minneapolis MN 55455

Shawyn Lee  
Assistant Director  
Tel: 612-626-8086  
Fax: 612-625-9682  
Email: hage0523@umn.edu

[www.glbta.umn.edu](http://www.glbta.umn.edu)

Hartford Partnership

In addition to traditional work week hours (M-F 8-4:30), there will also be plenty of opportunity for evenings and weekends.

The Gay, Lesbian, Bisexual, Transgender, Ally (GLBTA) Programs Office at the University of Minnesota is dedicated to improving campus climate for all students, staff, faculty, alumni, and visitors by developing and supporting more inclusive understandings of gender and sexuality. We recognize the intersections of gender and sexuality with race, ethnicity, class, ability, age, culture, and all social systems. We are committed to holding ourselves and others accountable for working against all forms of oppression. The GLBTA Programs Office seeks to bridge and build communities that create affirming and welcoming environments in which people can be their whole selves and which honor all identities and experiences.

GLBTA Mentor Program: Pairs mentors and mentees to provide an opportunity for GLBTA students to access support and resources and to attain personal growth; to give an opportunity for mentors to give back to their community; to provide support and growth opportunities; to build community; and to encourage community involvement. Activities would include helping to do outreach, revising and reviewing application forms, conducting 1:1 interviews with potential mentors and mentees, and working with the Assistant Director and/or other interns to do the matching. Intern responsibilities also include facilitating/co-facilitating monthly and end-of-program dinner events. Interns will have opportunities to work with individuals on a 1:1 level as well as through group work and larger community building initiatives.

St. Paul Campus: Interns will be part of the St. Paul GLBTA Advisory Committee and will work with students in Bailey Hall. The intern would be responsible for helping to coordinate a weekly GLBTA lunch group and other annual events, such as the Ice Cream Social. This position requires a highly motivated and independent student as well as one who is interested in program development, outreach, and community organizing. Interns will be able to be creative in developing existing and new programming ideas.

Queer Student Cultural Center (QSCC): Is a completely student-run group dedicated to helping those in the coming out, gay, lesbian, bisexual, transgender, genderqueer, intersex, and allied communities. The Programs Office currently serves in an advisory role to the QSCC and we would like to provide more opportunities for mentorship and leadership development. This opportunity would be for students interested in program development, leadership development, and working 1:1 with groups of mostly traditional college age students.

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### **Brief Description 2010**

#### **AGENCY**

#### **University of Minnesota Veterinary Medical Center**

1365 Gortner Ave  
St. Paul MN 55708

Jeannine Moga  
Director, Social Work Services  
Tel: 612.625.4168  
Fax: 612.626.6733  
Email: moga0019@umn.edu

[www.cvm.umn.edu/vmc/](http://www.cvm.umn.edu/vmc/)

Hartford Partnership

Hours: Mon - Fri 7:00am - 8:00pm

The University of Minnesota Veterinary Medical Center (VMC) is a specialty veterinary hospital that provides a unique host setting for social work practice. The VMC is the largest veterinary hospital in the Upper Midwest, serving over 35,000 cases per year in support of the College of Veterinary medicine's mission to improve the health of animals and people in Minnesota. VMC's Social Work Services unit was established in 2004 in response to growing interest in the place and consequence of animals in family systems. This placement provides highly-motivated students with the opportunity to hone clinical (both individual and group) and community practice skills while working with multi-disciplinary teams at the Small Animal Hospital, Large Animal Hospital, and Leatherdale Equine Center.

Clinical Practice Placement: Clinical practice interns deliver crisis intervention, medical case consultation, and short-term grief counseling services to VMC clients, as well as pet loss phone counseling and referral to callers from the larger Minnesota and national community. Social Work Services interns work closely with veterinary teams to facilitate treatment decision-making (including family conferences), end-of-life planning, and family-centered euthanasia procedures. Clinical practice interns also co-facilitate the bi-weekly Companion Animal Love, Loss and Memories Group (CALLM). Self-starting students should come to this placement with excellent verbal and written communication skills, experience working with individuals and groups, comfort working in highly emotional situations, and a desire to work with death, dying, and grief. While previous exposure to veterinary medicine is not required, students must demonstrate respect for the diversity of human-animal relationships in contemporary society.

Community Practice Placement (PDPA): the Community Practice intern will work with the hospital social work and hospital stakeholders to develop policies and procedures around the intersections of social work and veterinary medicine, to design and implement program evaluation research (including data collection, data entry, and analysis), and to engage in community program planning and delivery. Social work Services intern will work closely with veterinarians and other community practitioners to support the Link Coalition of MN (preventing family violence and animal abuse) and the development and management of a free pet vaccination and first-aid clinic for under served and/or homeless community members. Self-starting students should come to this placement with excellent verbal and written communication skills, solid research skills, and an ability to productively work with resistance and conflict. Relationship-building, both within and outside the hospital, will be of paramount importance. While previous exposure to veterinary medicine is

**Brief Description 2010**

**AGENCY**

**Volunteers of America of  
Minnesota - Mental Health Clinics**

5905 Golden Valley Road  
Golden Valley MN 55422

David Schuchman  
Director of Immigrant and Refugee  
Tel: 612-375-0700  
Fax: 612-375-0800  
Email: dschuchman@voamn.org

<http://voamn.org/Default.aspx?>

Hartford Partnership

Monday through Friday 8 am – 8pm

We could provide for a Deaf or Hard of  
hearing student.

Other location: 2242 St. Francis Blvd.,  
Anoka, MN 55303

Agency Description:

- 1) Traditional outpatient mental health services (psychotherapy, psychological services, psychiatric services) for children, adolescents and families at two locations (Golden Valley and Anoka).
- 2) Deaf and Hard of Hearing mental health services for children, adolescents and families and a program for Deaf adults to learn parenting skills for pre-school children.
- 3) Intensive outpatient DBT program for adolescents and their parents at two locations.
- 4) Home- Based/CTSS services combining psychotherapy and skills sessions, which are delivered in-home, in school or in community locations.
- 5) Psychotherapy services to children in VOA-MN residential treatment at Bar None and Avanti Residential Treatment Centers.
- 6) Immigrant and Refugee behavioral health services to Somali and East African children, adolescents and their families (office in Minneapolis).

Internship Opportunitites:

- 1) 2nd year MSW student
- 2) ASL fluent MSW student
- 3) 2nd year MSW student
- 4) 2nd year MSW student
- 5) 2nd year MSW student
- 6) MSW student fluent in Somali and English

To clarify, we can accept 1 MSW and/or BSW Somali speaker, 1 ASL fluent student, 1 PDPA student. Possibly 1 MSW 2nd year clinical student.

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