

EASTERN CAROLINA HUMAN SERVICES AGENCY, INC.

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Greetings,

I hope this correspondence finds you well. Eastern Carolina Human Services Agency, Inc. (ECHSA, Inc.) is a private, non-profit community action agency whose mission is to assist low-income, Veterans, and military families by empowering them to become economically and socially self-sufficient. ECHSA, Inc. seeks to involve the community in assessing local needs and attacking the causes and conditions of poverty. ECHSA, Inc. is a proud member of the North Carolina Community Action Association and has been providing various services to those in need for over fifty (50) years.

ECHSA, Inc. currently administers the Section 8 Housing Choice Voucher Program and Sexual Risk Avoidance Education Program (SRAE) in Onslow and Duplin Counties; and the Community Services Block Grant – Family Self Sufficiency Program (CSBG) in Duplin, Onslow, and New Hanover Counties. The agency also houses NCServes Coastal, a program designed to connect Veterans and active duty military and their families to needed resources across twenty (20) counties along the North Carolina coast. The agency partners with an extensive number of local, state, federal, and governmental entities including, but not limited to: NCWorks Career Centers, the Department of Health and Human Services, Workforce Development Opportunity Act (WIOA), Department of Veteran Affairs, United Way, and Salvation Army, to name a few.

ECHSA, Inc. is pleased to announce an exciting new internship/volunteer opportunity! **Project G.O.A.L. is an internship/workforce development/on-the-job training program that is designed to better prepare those entering the fields within the human services, business, accounting, and finance disciplines.** Currently, there are six (6) students from the UNCW School of Social Work enrolled. Unfortunately, the current intern slots are not compensable; however, the educational experience; and not to mention the benefits of helping others to reach self-sufficiency, is by far the most rewarding.

The following internship positions are immediately:

- **Duplin County (Human Service Majors) [i.e. psychology, sociology, social work, criminal justice]**
- **Onslow County (Finance/Accounting/Business Majors – 2 positions)**

ECHSA, Inc. is also recruiting interns for the New Hanover County location; however, due to recent storm damage, the Wilmington office is uninhabitable at the present time. Recipients of this correspondence will be updated on internship opportunities in New Hanover as they become available.

If you have questions, please feel free to contact me at (910) 347-2151 (Extension 123). An internship application and general job descriptions are attached if you, or someone you know, is interested in applying today. Please don't hesitate to share this information with your contacts. ECHSA, Inc. is an equal opportunity employer; therefore, applications will be accepted from anyone interested in applying.

Thank you in advance for your time and consideration. We look forward to hearing from you soon.

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Trudy P. Murray'.

Trudy P. Murray, Executive Director (Interim)
Attachments

**Helping People. Changing Lives.
"An Equal Opportunity Employer"**

JOB DESCRIPTION

POSITION TITLE: ECHSA, Inc. Intern/Volunteer
REPORTS TO: Executive Director, Program Director(s)
SUPERVISES: No direct supervision

BASIC FUNCTIONS:

Perform the following duties that allow for the provision of services necessary in order to assist low-income, Veterans, and military families in becoming self-sufficient.

GENERAL DUTIES AND RESPONSIBILITIES:

- Receives calls and gives information to callers, screens and routes calls to appropriate destination. Maintains phone and incoming/outgoing mail records as necessary.
- Greet visitors, staff, and others in a professional and courteous manner. Interview applicants applying for agency services to obtain information, such as; sources of income and amount. Confers with perspective applicant to explain type of services available and program requirements.
- Accept applications for and maintain a database of participants for referrals. Maintains waitlists, maintain/compile Community Statistical Data via US Census sources, data input and staff support.
- Conducts needs assessments in order to identify community needs and assists with the development and implementation of plans that address the barriers to self-sufficiency.
- Types reports, business correspondence, memos, schedules, and other statistical and financial data.
- Must have the ability to determine if the participant has the potential of becoming self-sufficient.
- Collect, organize and analyze information about individuals through records, interviews and professional sources to access their interest, aptitude abilities and personality characteristics for vocational/educational planning; Maintain various files, listing, and records.
- Assist in developing a strengths/outcome based self-sufficiency plan that outlines the participant's responsibilities, services/resources to be made available to them.
- Identify sources of education and training for participants based on their levels of educational attainment/need; assist clients in beginning human resource development classes (HRD) professional job training skill classes, GED or other related opportunities to improve job skills.
- Refer participants to placement services, contact agencies, governments and private industry for job opportunities. Provide job search, support, and job readiness services to assist participants in securing employment.
- Provide income management counseling, budgeting, credit reviews, and tax related information and referral services; provide other comprehensive services for families according to need.
- Determine/process requisitions for family financial assistance on an as needed basis.
- Assist clients with understanding and overcoming social and emotional problems.
- Conduct trainings that would enhance participant's skills in financial management, goal attainment, consumer related subjects, or other needs as applicable.

- Responsible for tracking participant progress to fulfill program agreements and to meet outcome measures; Compile monthly and quarterly reports in an accurate and timely manner.
- Assist in notifying the public via newspaper, newsletters, public announcements, telephone contacts, leaflets, brochures, radio/television, and through networking with other human resource agencies. Networks with other social/human services agencies to assure that the participant receives available services in the areas of: educational development, job placement, emergency assistance, standard housing placement, financial management, personal skills and life development.
- Participate in community outreach, recruitment, and marketing events. Participate in local government and community meetings/activities.
- Conduct regular follow ups with each enrolled family to ensure cooperation and compliance with agency programs.
- Assist, under the direction of the Program Director(s), the program staff on targeted goals that have been set for families.
- Assist Program Director(s) with various monitoring activities; randomly reviews files; ensuring that all necessary documents, income calculation, and or other forms are completed with accuracy.
- Assist with the preparation of annual reports, Organizational Standards compliance, and other reports as mandated by federal and state law.
- Perform the following supportive duties that allow for the provision of services necessary in order to assist low income families in obtaining employment, education, income management, housing, nutrition, emergency services, and healthcare.
- Assist in collecting, organizing, and analyzing information about individuals utilizing records, test interviews, and professional sources to assess their interests, goals, and abilities necessary for vocational and educational planning.
- Assist with daily, weekly, and bi-weekly follow-up activities, as needed, with enrolled families to ensure cooperation and compliance with the - program.
- Assist with research and follow-up activities.
- Must maintain confidentiality

At the discretion of the Program Director, other duties may include:

BASIC FUNCTIONS:

This position also requires a variety of complex, responsible, and administrative duties requiring a thorough knowledge of organizational procedures and the ability to work independently, exercising judgment and initiative. Must be a team player, willing to cross-train and assist where needed.

DESIRABLE QUALIFICATIONS:

- In pursuit of a bachelor level degree from an accredited college/university in social or human services; OR in pursuit of an associate level degree with at least 5 years of case management experience; or equivalent work in the field of social or human services.
- Adequate mathematical ability; the ability to multitask; strong oral and written communication skills; strong analytical, organizational, and time management skills
- Must have the ability to utilize office machines and database management experience and a willingness to learn.
- Volunteers will be utilized according to their strengths and prior experience.

Eastern Carolina Human Services Agency, Inc.

POSITION TITLE: ACCOUNTING TECH I (INTERN)

REPORTS TO: Finance Director

BASIC FUNCTION: The Finance Office is responsible for the operation and control of effective administration procedures related to accounting, payroll, and procurement.

Interns will assist the Finance Director and Accounting Tech II with the following duties to include, but not be limited to:

- Operate an effective accrual basis accounting system.
- Operate an effective budgetary control system including budget preparation and budget status reporting.
- Operate and control an effective financial reporting system which provides the basis for issuance of timely and accurate financial statements.
- Operate an effective payroll system.
- Prepare and maintain a documented operating procedure manual for all payroll accounting, accounts payables, and procurement functions.
- Operate a system of internal control designed to safeguard the organization's assets.
- Control the preparation of forms, reports, and other documents necessary for compliance with local, state, and federal regulatory requirements related to grants received by the organization. Knowledge of respective program guidelines.
- Ensure that a copy of all grants/contracts with budget/budget revision are on file and have been recorded.
- Ensure that all monthly, quarterly, and annual reports are submitted on a timely basis.
- Ensure that all cash receipts are recorded in Cash Receipts Journal daily and posted to the general ledger.
- Ensure that all financial records, supporting documents, statistical records, and all other records pertinent to an agreement/contract be retained as prescribed.
- Ensure that all financial records (monthly budget spreadsheet summary trial balance, adjusting journal entries and etc.) are filed monthly in each grant file.
- Ensure that monthly general ledger is posted and balanced each month.
- Ensure that checks are released only when cash is available.
- Ensure that transfer of funds between accounts has prior approval
- Complete special work and other fiscal duties assigned by the Finance Director.

EDUCATION REQUIREMENTS:

Enrolled/graduated from an accredited institution with a Bachelor's or Associate level degree in Accounting, Finance or related field. Knowledge of computerized accounting, experience in administering federal, state, and local funds.

OTHER REQUIREMENTS:

Must be a team player and willing to cross train as needed. Must be willing to volunteer with agency/community events and other duties as prescribed by the Executive Director.

EASTERN CAROLINA HUMAN SERVICES AGENCY, INC.

Internship/Volunteer Application

Name: _____

Address: _____

Best Contact Number: (_____) _____ - _____ Date of Birth: ____/____/____

County in which you reside _____ Email Address: _____

IN CASE OF EMERGENCY CONTACT:

Name: _____

Relationship: _____ Best Contact Number: (_____) _____ - _____

Please identify the dates and times that you will be available.

Day	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Are you able to attend community events that occur at night or on the weekends? Yes No

Interns Only

What year are you currently in? _____

Which semester are you applying for?

Fall

Spring

Summer

Not Applicable

Semester Start and End Dates: _____

What is your major? _____

Signature _____ Date ____/____/____

Please return completed application to tmurray@echsainc.com, or feel free to drop it off at any ECHSA, Inc. location. Thank you for your interest.