



## ***SPA 5 Access Center*** **Internship Opportunity**

What: Access Center SPA 5 Internship Opportunity

Where: 404 Lincoln Blvd, Venice, CA 90291 Access Center SPA 5

To adhere to our Good Neighbor Policy, parking is not permitted along Flower Street. Please park along Rose or Sunset Blvd and walk down to the center.

When: Monday, Tuesday, Wednesday, and Thursdays, 8:00am-4:00pm

Start Date: 6/17/2024-8/30/2024

Roles and Responsibilities:

- *In person* participation
- Personal preference to wear a mask while in the facility
- Assist clients with retrieving mail, clothing, hygiene kits
- Assist clients with shower appointments by providing 1 towel/1 washcloth and a hygiene kit
- Shower appointments are in 20 minute increments (give a 5 minute reminder at 15 minutes)
  - Sanitize after each use
  - Sweep and mop if needed
  - Remind client to show you their towel/washcloth after each use to avoid loss and/or theft
- Maintaining and organizing work space, clothing racks, and storage closets
- Replenish clothing area if needed
- Support clients with scheduling appointments and facilitating orientations
- Set up chairs and let down canopy in client seating area, if security is not present
- Check clients in, take temperature, and provide face mask