

Intern Position Description

Position Title: Homeless Housing Intern

Program and Department: Homeless Housing – Community Services

Reports To: Leah Congdon, Case Management Services Coordinator

Quarters: any

Hours: flexible within Mon-Fri 8am-5pm

GL Code for Background Check: 0.8110.20.0.997666.101.10.0.

Mission Statement: *To act as a catalyst for positive change, both in the community and in the lives of the people we serve.*

Position Summary:

Housing Internship at Opportunity Council to include direct service with clients who are homeless or at risk of homelessness, including providing follow-up case management, meeting with housing pool clients to begin housing search and program preparation, and assisting housing pool case manager with caseload contacts. The position will also provide program support through data entry, filing, and other miscellaneous office tasks. The position is flexible to include work with specific populations, such as Veterans, families, and survivors of domestic violence.

Responsibilities:

Contacting clients through phone and mail to check-in on housing status after exiting program and provide assistance with problem solving, finding resources, etc. Also meeting with clients in the office to work on housing search, preparing for housing program openings, and providing resources. Position will also include opportunities to shadow home and office visits, as well as community outreach. Responsibilities also include data entry, copying, filing, and other program support.

Requirements:

Applicants should have good communication, problem-solving, and conflict resolution skills and be able to work well independently. They should also demonstrate an interest in working with a low-income population and within a community action agency. Human Services or related field.

To Apply: Apply online at <http://www.opcco.org/how-to-help/>

PHYSICAL REQUIREMENTS

Sitting: Y
Standing: Y
Walking: Y
Lifting: less than 25 lbs
Carrying: less than 25 lbs

Pushing/pulling: N
Climbing Stairs: N
Climbing Ladders: N
Bend at waist: N
Kneeling/squatting: N
Crawling: N
Reach above shoulder: N
Repetitive arm/hand movements: N
Driving: N