

Intern Position Description

Position Title: Homeless Housing Intern (Dorothy Place)

Program and Department: Dorothy Place, Homeless Housing, Community Services

Reports To: Melissa Nyberg, Housing Programs Coordinator

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

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 Dorothy Place to include direct service with clients who are residents of a permanent supportive housing or transitional program; including providing follow-up case management, assisting case managers with preparation and presentation of monthly community meetings and a weekly children's program. The position will also provide program support through data entry, filing, updating resource materials, improving signage and other miscellaneous office tasks. The position is flexible to include work with specific populations such as 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. Position will also include opportunities to shadow home and office visits, as well as be a part of monthly community meetings and weekly children's program. Responsibilities also include data entry, copying, filing, meeting planning and participation, and other program support as needed.

Requirements:

Applicants should have good communication, problem-solving, conflict resolution and organizational 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. May be required to drive agency vehicle for position and provide driver's abstract.

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