

Intern Position Description

Position Title: Homeless Housing Intern

Program and Department: Homeless Housing – Community Services

Reports To: Case Manager Lead

Quarters: Any

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

Mission Statement: *The Opportunity Council is a private, non-profit Community Action Agency serving homeless and low-income families and individuals. Our mission is to help people improve their lives through education, support, and direct assistance while advocating for just and equitable communities.*

Position Summary:

Housing Internship at Opportunity Council includes direct service with clients who are homeless or at risk of homelessness. Responsibilities include providing follow-up case management, supporting clients with housing search and housing stability, and working with clients in the Housing Lab. This position will also provide program support through data entry, filing, and other miscellaneous office tasks and projects. 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 program exit and providing assistance with problem solving, finding resources, etc.
- Meeting with clients in the office to work on housing search, preparing for housing program openings, and providing resources.
- Shadowing opportunities in home and office visits, as well as community outreach.
- Data entry, copying, filing, special projects, research 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.oppco.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: Y	Crawling: N	Reach above shoulder: N
Repetitive arm/hand movements: N	Driving: N	