**Housing Advocacy Internship**

*Location: Waverly office*

**Reports to:** Safe Housing Advocate

**Status:** Unpaid Internship

**Job Summary:**

Housing Advocacy Interns will work closely with the Safe Housing Advocates to assist with providing trauma-informed housing and comprehensive support to guests in our Waverly Shelter. Interns will work directly with survivors of domestic violence, sexual assault, human trafficking, and other violent crimes who are currently fleeing violence.

**Job Description:**

* Assist in providing services to:

-Friends House Shelter in Waverly

-Safe Housing Advocacy program

* Hold office hours for shelter guests to address barriers and service needs.
* Assess guest’s housing barriers to determine housing and service needs.
* Provide case management for clients including:

-Housing Search & Coordination

-Crisis Counseling

-Resources and Referrals to other area agencies

-Assistance with various applications (employment, SNAP, Affordable Housing, Section 8, etc.)

-Intake & Exit Paperwork

* Complete program data documentation and assist with occasional audits.
* Maintain, grow, and track relationships with local landlords in our service area.
* Represent FOF at community and other program development meetings as requested.

**Job Requirements:**

* Exhibit a belief in non-violence and a willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking, other violent crimes, and homelessness in a non-discriminating manner.
* Respect the confidentiality of clients receiving services through Friends of the Family.
* Maintain professionalism and develop familiarity with agency policy and procedures regarding crisis intervention to exercise good judgment in various situations.
* Openness to perform other work assignments as requested.
* Exemplify Friends of the Family Core Values of People First, Emotional Intelligence, Equity and Inclusion, Drive Change, and Grit.
* Demonstrate support for Friends of the Family’s mission of providing safe shelter, confidential services, and housing assistance to individuals in crisis.

**Job Qualifications:**

* Attending college for a degree in Family Services, Social Work, Counseling, Psychology, Communication, Education, Human Services, or another related field.
* Ability to complete required service hours.
* Ability to work within our typical office hours of 8a-4:30p Monday-Friday.
* Ability to complete mandatory Victim Counseling Training.
* Ability to travel throughout the service area.

**For more information, please email the Volunteer Coordinator, Madison Gaffney, at** [**madison@fofia.org**](mailto:madison@fofia.org) **with the subject line ‘Housing Advocacy Internship.”**