**Housing Services Internship**

*Location: Waverly office*

**Reports to:** Service Access Manager or Case Operations Manager

**Status:** Unpaid Internship

**Job Summary:**

Housing Services Interns will work closely with the housing team to assist with providing trauma-informed housing support and direct case management to individuals and families experiencing homelessness. Interns will work directly with Housing Support Specialists and participants of the Turning Point Rural Housing Program, Rapid Housing Initiative of North Iowa, and Permanent Supportive Housing Program.

**Job Description:**

* Assist in providing services to:

-Turning Point Rural Housing Program

-Rapid Housing Initiative of North Iowa

-Permanent Supportive Housing Program

* Attend weekly client home visits.
* Provide case management for clients including:

-Housing Search & Coordination

-Crisis Counseling

-Resources and Referrals to other area agencies

-Assistance with various benefit applications

-Intake & Exit Paperwork

* Complete program data documentation and assist with occasional audits.
* Assess housing barriers to determine housing and service needs.
* 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 Services Internship.”**