Housing Services Internship

Location: Mason City Office

Reports to: Executive Director

Status: Unpaid

Summary:

Housing Services Interns will work closely with the Mason City team and gain experience in areas of service access and housing. They will help to identify and address barriers to housing, create individualized housing plans, deliver case management and supportive services to individuals and families experiencing homelessness in North Central IA.

What You Will Do:

Service Access:

- Meet individuals experiencing homelessness where they are with direct street outreach
- Assess service needs of individuals experiencing homelessness and make the necessary resource referrals
- Conduct housing assessments with individuals in person

Housing Navigation:

- Attend and assist with intake and leasing documentation and data entry
- Housing search & coordination
- Assist with PSH certification as needed

Case Management:

- Attend and help support participant home visits
- Provide case management for participants including:
  - Support in building financial literacy, life skills, and connect to wraparound services
  - Support and educate participants of their rights and responsibilities as tenants
- Complete program data documentation and assist with audits
- Represent FOF at community and other program development meetings as requested

Qualifications and Competencies:

- Demonstrate FOF's 4 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non- discriminating manner
- Ability to pass a criminal background check

For more information or if interested, please email Madison Gaffney, Volunteer Manager, at madison@fofia.org with the subject line "Housing Services Internship MC".