

Coordinated Entry Outreach Intern

Location: Waterloo



Reports to: Diversion and Assessment Specialist

Dates/ Hours Anticipated: 10-15 Hours/ Week

Status: Unpaid Internship

Summary:

The Coordinated Entry Outreach Intern will work closely with the Diversion and Assessment Specialist to assist FOF on connecting with individuals who are placed on the prioritization list.

What You Will Do:

- Pulls call preparation and connecting with individuals prior to program pulls
- Perform follow-up phone calls with people wanting to access our services
- Provide resource referrals and diversion solutions for clients based on their identified needs and service area
- Complete data documentation and assist with audits

Internship Requirements:

- Demonstrate FOF's 5 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
- Ability to complete Victim Counselor Training, Empower DB training, Confidentiality, Housing First Trainings

Internship Qualifications:

- Recommended for students looking to complete a 100-200 hour internship
- Attending college for a degree in Family Services, Social Work, Counseling, Psychology, Communication, Education, Human Services, or another related field.
- Ability to complete the required university service hours during normal office hours (M-F 8-4:30)

For more information or if interested, please email Madison Gaffney, Volunteer Manager, at madison@fofia.org with the subject line "Coordinated Entry Outreach Intern".