

## Housing Assessment and Prevention Internship

*Location: Waterloo Office*

**Reports to:** Diversion & Assessment Specialist

**Dates/ Hours Anticipated:** 30-35,Hours/ Week

**Status:** Unpaid Internship



### Summary:

The Housing Assessment and Prevention Interns will work closely with the Diversion & Assessment Specialist to complete housing assessments with people experiencing homelessness in order to access our services. Interns in this role may provide resource and referrals to those reaching out to Friends of the Family through our Housing Hotline in all 25 counties that we serve.

### What You Will Do:

- Connect with individuals via phone calls or email with people wanting to access our services
- Complete housing assessments for callers who are currently homeless or at risk of experiencing homelessness
- Assess barriers with callers to determine housing and service needs
- Complete requests for our one-time financial assistance program to callers who qualify
- Provide resource referrals and diversion solutions for clients based on their identified needs and service area
- Complete data documentation
- 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 400-500 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 university required service hours during normal office hours (M-F 8-4:30)

**For more information, please email the Volunteer Manager, Madison Gaffney, at [madison@fofia.org](mailto:madison@fofia.org) with the subject line 'Housing Assessment and Prevention Internship.'**