

## Public Health Internship

*Location: Waterloo Office*

**Reports to:** Integrator

**Dates/ Hours Anticipated:** 20-30 Hours/ Week

**Status:** Unpaid Internship



**FRIENDS**  
**of the FAMILY**  
**Everyone Has A Home**

### Summary:

Public Health Interns will have the opportunity to participate in and lend direct work to various aspects of quality and compliance, human resources, and agency operations, with an overall goal of gaining hands on experience in applicable projects in the non-profit industry, as well as develop leadership skills and participate in professional growth activities.

### What You Will Do:

- Attend and actively participate on at least one agency committee that addresses health components: JEDI, Mental Health, Coordinated Entry Committees and work in collaboration with the committee members
- Observe various programs and department operations to best understand agency functionality and services provided
- Participate in the internal auditing process, reviewing case files for compliance and developing knowledge around the complexities of serving people in crisis
- Become familiar with agency processes and policies, funding streams, and grant/compliance standards, the agency adheres to
- Represent FOF at community and other program development meetings in a positive and professional manner

### 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 300-400 hour internship
- Attending college for a degree in Public Health, Nonprofit Management 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 'Public Health Internship.'**