

Shelter Intern

Reports to: Shelter Services Manager

Function of the shelter: YWCA emergency shelter is a confidential location for survivors of domestic violence, sexual assault, stalking, and human trafficking. It is a 30-day shelter where women and children can stay and work on getting back on their feet independently

Internship Components:

1. Shelter Services
 - Intern will assist Resident Services staff with completing callbacks, addressing current shelter guest needs, completing intake/exit interviews with shelter guests, maintaining shelter facilities, organizing donations, and completing current shelter projects.
2. Self-Sufficiency
 - Intern will assist community clients with resume building, budgeting, interview skills, and connection to employment search. Interns will have the opportunity to conduct these services through supervised scheduled workshops with shelter clients. Bachelor's level semester two interns or Master's level interns will have the opportunity to conduct these services through assisting with needs assessments and individual client meetings.
3. Housing Services
 - Intern will shadow Housing Specialist during the process of housing a client which may include attendance at community meetings and viewing the housing process from shelter to housing placement. Interns will assist with organization of documentation, case notes, and other paperwork associated with the housing process.
 - Intern will learn HUD standards for housing such as inspection guidelines and Environmental review requirements.
4. Case Management
 - Intern will shadow Housing Case Manager during on-going case management meetings such as office meetings and home visits.
 - Intern will assist with case note preparation and other paperwork associated with the case management process.
 - Bachelor's level semester two interns or Master's level interns will develop and facilitate a work shop for housing clients centered around an approved topic.

Program Requirements:

- Current enrollment in a human services Bachelor's Degree program or Master's Degree Program.
- Completion of YWCA Onboarding (6 hours) and YWCA Advanced Training (24.5 hours) prior to start date.
- Must commit to 20-hours per week minimum.
- Must be able to pass a background check.
- Interns must commit to working at the YWCA for at least one semester.
- Reliable Transportation