**Housing Advocacy Internship**

*Location: Waverly office*

**Reports to:** Housing Advocate

**Status:** Unpaid Internship

**Internship Summary:**

Housing Advocacy Interns will work closely with the Housing Advocates to assist with work in our 24-hour emergency shelter. Interns will provide individualized housing advocacy services to victims of crime in need of safe housing within the shelter setting.

**What You Will Do:**

* Hold office hours for shelter guests to address barriers and service needs
	+ Assess guest’s housing barriers to determine housing and service needs
	+ Provide
		- Housing Search & Coordination
		- Resources and Referrals to other area agencies
		- Intake & Exit Paperwork
* Complete program data documentation and assist with occasional audits
* Maintain, grow, and track relationships with local landlords in our service area
* Represent FOF at community and other program development meetings as requested

**Internship Requirements:**

* Exhibit a belief in non-violence and a willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking, other violent crimes, and homelessness in a non-discriminating manner.
* Respect the confidentiality of clients receiving services through Friends of the Family.
* Exemplify Friends of the Family Core Values of People First, Emotional Intelligence, Equity and Inclusion, Drive Change, and Grit.
* Believe in our 10 year vision: Everyone Has a Home
* Ability to pass a criminal background check and fingerprinting
* Ability to complete Victim Counselor Training, Empower DB training, Confidentiality, Housing First Trainings

**Internship Qualifications:**

* 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 the weekdays, weekends or evenings.

**For more information, please email the Volunteer Manager, Madison Gaffney, at** **madison@fofia.org** **with the subject line ‘Housing Advocacy Internship.”**