

Job Summary

Home Start's Domestic Violence Program provides flexible financial assistance relating to safety and housing security, assists with lease negotiations, and provides outreach and education services to community stakeholders. As an intern, you will provide mobile advocacy services and support to survivors of relationship violence, stalking, and sexual assault or abuse and their children.

Duties and Responsibilities

- Adhere to principles and practice of a DV focused Housing First model to include Trauma Informed Care, Harm Reduction and Safety Planning; Mobile Advocacy and Flexible Engagement.
- Collect agency referral form and conduct intake assessment for eligible participants seeking support, identifying housing service needs and coordinating initial service. Links clients with community resources as necessary.
- Provide ongoing support to DV Housing Specialist, including working with domestic violence clients. This includes outreach to complete housing applications, program agreements, assessments, and to provide housing orientations as appropriate.
- Connect client to community resources and services identified in their safety plan and housing plan.
- Assist the Domestic Violence Advocate in establishing an in-house library of written and electronic resources and material that can be used to support both professional development and community engagement efforts.
- Collects and records client and service information in a timely and accurate manner. Maintains client case files and records in organized and easily accessible fashion.
- Attends and participates in individual and group supervision, team and staff meetings and training as scheduled.
- Develops and maintains positive, supportive working relationships with other team members and all agency staff.
- Actively pursues professional development opportunities to stay current in the field.
- Other duties as assigned.

Qualifications

- *Education:* Current student working on obtaining a Bachelor's Degree in human services or other related field. Master's Degree interns will be considered where Home Start is able to meet the

student's school program Field Instruction requirements. To be considered an intern applicants **MUST** be enrolled and receive course credit for the hours worked at Home Start.

- *Experience:* Knowledge of counseling and advocacy techniques for people who have been victims of domestic violence, including crisis intervention and case management skills beneficial.
- *Skills:* Demonstrated ability to be culturally sensitive and appropriate when working with others. Excellent verbal and written communication skills. Computer literate as appropriate. Bilingual a plus.
- *Abilities:* Willingness to provide in-home services as allowable by Home Start health policies. Must be team player and able to work independently.
- *Other requirements:* Must have a valid California driver's license, a safe driving record, insurance and reliable vehicle and willing to use it on the job. Mileage for work travel will be reimbursed. Must have self-care in place to handle exposure to potentially upsetting client experiences.

Physical Demands

- Sitting for long periods of time in the homes of clients, in the office or at required meetings and in supervision sessions.
- Daily traveling in car to clients or to agency or meetings.
- Occasional lifting and carrying of boxes or bags for delivery to clients (such as emergency food supplies).
- Frequent note-taking and recoding in files.

Work Environment

- Office space may be shared.
- Frequent travel to provide mobile advocacy for clients. (Mileage reimbursed)

To apply, please email internships@home-start.org with your first and last name + the position name in the subject line. Please attach your resume, a cover letter, and a letter of recommendation that speaks to why you are the best candidate for this position.

Please include CURRENT contact information in your application.

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