

Job Summary

Home Start Rapid Re-Housing programs quickly house clients experiencing homelessness to help them return to safe, secure permanent housing. As an intern you will provide mobile supportive services to clients including moving assistance, rental assistance and case management services.

Duties and Responsibilities

- Adhere to principles and practices of Rapid Re-Housing including the Housing First model, Trauma Informed Care, Harm Reduction, 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.
- Collaborate with outside resources to best assist program participants with locating employment and additional supports they may need.
- Work directly with program participants to obtain employment. Includes collecting previous employment information, applying with clients for jobs, conducting mock interviews, etc.
- Provide ongoing support to program participants including assistance with collecting required documents for work, complete employment applications, providing education on proper workplace behavior, and additional services as needed.
- Assist with monthly rent requests for clients throughout all Rapid Re-housing Programs.
- Connect client to community resources and services as identified in their housing stability plan, and work with them to determine additional needs.
- Collect and record client and service information and interactions in a timely and accurate manner. Maintain client case files and records in organized and easily accessible fashion as outlined.
- Attend and participate in individual and group supervision, team and staff meetings and trainings.
- Develop and maintain positive, supportive relationships with other team members and staff.
- Actively pursue professional development opportunities to stay current in the field.
- Other duties as assigned.

Locations

- East County Housing Program – **333 East Main Street, El Cajon, 92020**
- Housing Central Office – **3510 Adams Avenue, San Diego CA 92116.**
- Home Start Main Office – **5005 Texas Street #203, San Diego, CA 92108**

Qualifications

- *Education:* Current student working on obtaining a Bachelor's Degree in social work, 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 communication techniques for people who have experienced trauma. Experience with target demographic preferred.
- *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, Spanish/Arabic preferred.
- *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)
- Working from the office is required.

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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