Mission Statement:

Internship Title: NW Social Services Housing Intern

Responsibilities/Projects:
- Conduct general Bread for the City intake interviews for new and returning clients.
- Help facilitate Clinics and Workshops for Housing Access Program (HAP).
- Meet 1-1 with clients to complete housing applications and make appropriate case notes for each meeting.
- Make follow-up phone calls for housing appointments and general follow-up.
- Contact apartment buildings to update their information.
- Opportunities to engage in housing Advocacy.
- Copying, scanning, collating

Qualifications:
Attention to detail, proficiency with Microsoft Office products, ability to engage with individuals in a non-judgmental way while treating them with dignity and respect.

Is there a language requirement? If so, please specify the language and level of proficiency needed.
Spanish language proficiency desired, but not required.

Working Conditions:
The intern will have his or her own desk, computer, and phone with voice mail, as well as a work email address and personal logins for the various internal computer systems that he or she will need to access.

On-site Supervisor/Mentor:
Stacey Johnson, LGSW
Manager, Housing Access Program
sjohnson@breadforthecity.org
202-386-7086 (direct); 202-265-2400 (main)
1525 7th St NW, Washington DC 20001

Additional contact:
Initial contact should go through our Volunteer Coordinator: Kristine Jensen, kjensen@breadforthecity.org, who also works at 1525 7th St NW

Mentorship Plan:
The intern will shadow staff and take part in active learning to learn the processes of the agency and the specific program in which he or she will be working.

Preparation:
Edited: October 2013
We have a few articles on homelessness, mental illness, and housing in DC, as well as a volunteer guide specific to the Housing Access Program that will be sent to the intern once he or she has been identified.

**Does the intern need to provide her own transportation?**

- **Yes it is required** (though Bread for the City will provide transportation to and from any required activities during the work day)