Bread for the City

We ask that you include the following information in your Shepherd Poverty Alliance volunteer job description to post on our web site, shepherd.wlu.edu. If you submit more than one job description, please do so on separate pages, and we will list the positions separately. Shepherd students will volunteer a minimum of forty (40) hours per week for eight weeks (law students generally work more than the required eight weeks and should negotiate their summer schedule with their supervisor). We recognize that changes in programs and staffing may necessitate revision to this document, and we ask that you send revised copies as soon as you know of a change.

Purpose of the Organization/ Program

The mission of Bread for the City is to provide vulnerable residents of Washington, DC, with comprehensive services, including food, clothing, medical care, and legal and social services, in an atmosphere of dignity and respect. We recognize that all people share a common humanity, and that all are responsible to themselves and to society as a whole.

www.breadforthecity.org

Job Title or Position

Summer Intake/Advocacy Intern

Expectations/ Responsibilities of the Position:

Intake serves as the point of entry for all Bread for the City clients. An intake intern provides brief assessment and intervention for individuals and families and conducts agency intake interviews. This work includes:

- Conduct agency intake interviews to aid the client in identifying eligibility for Bread for the City programs and numerous public benefits
- Provide information and referrals to appropriate programs to help clients achieve goals
- Assist in the completion of Food Stamps, TANF (Temporary Assistance to Needy Families), and Medicaid applications
- Develop and maintain expertise in public and private resources applicable to the low-income population served at the agency
- Participate in research projects relevant to our client population (i.e. development of new resources and services)
- Advocate on behalf of clients in connection with local and federal government benefits programs, and other agencies providing services
- Assist in bagging groceries for distribution

Qualifications:

- A BA/BS or enrolled in an accredited University pursuing a BA/BS Degree
- Creativity and flexibility
- Excellent communication and assessment skills

Rev Date: 2010
Excellent interpersonal skills, and an ability to work well with a wide variety of people
Commitment to working with low-income residents of DC in a community based setting
Commitment to advocacy
Strong time management skills, and the ability to juggle multiple projects and set priorities to meet deadlines
Strong written and oral communication skills
Spanish language capability very helpful
Some knowledge of and/or experience with mental illness very helpful

**Working Conditions:**
Monday through Friday 9am-5pm. Dress code is casual. Intern will have her own desk, computer, and phone. We are accessible by bus and metro.

**On-Site Supervisor:**
Tracy Knight, LICSW
Director of Social Services, NW Site
202-386-7012; tknight@breadforthecity.org

**Supervision Plan:**
Weekly formal supervision and additional as needed. Additional weekly staff meetings.

**Preparation:**
No preparation needed

**Additional Comments:**