Family Scholar House, Inc
Louisville, KY, 40208

Organization Mission -

Primary Service Area - Community and Individual Services, Education and Youth Outreach

Primary Groups of People Served - Individuals of all ages, Communities, Children (4 - 12), Youth (12 - 21), Adults (18 - older), Families, Men, Women, Homeless, Trauma Victims

Website URL and Facebook, or other information links, if available -
www.familyscholarhouse.org, Family Scholar House

Title of Internship - Intern Advocate

Primary Duties of Intern - Intakes and Orientation Sessions: Telephone and face-to-face interactions with individuals interested in the Family Scholar House program. Callers are often in crisis. Those coming to orientation are routinely ashamed and frightened. Interns will be prepared to suggest resources in a calm, non-judgmental manner, offering hope to prospective participants.

academic Advising Sessions: With supervision, interns will meet with student parents for one-on-one conversations with emphasis on time management, study skills, tutoring needs, and communications with professors.

Family Services Sessions: With supervision, interns will conduct one-on-one conversations with student parents focused on stress management, assistance needed to meet basic needs and the social and emotional impacts of poverty.

Life-skills Workshops: Facilitation of workshops on topics such as budgeting, parenting
techniques, goal-setting, handling conflict, writing a resume, and interviewing techniques.

Public Speaking and Events: As opportunities arise, interns will accompany professional staff to table events and speak on behalf of the program.

**Seeking Skills and Interests, including:** Direct Client Relations, Web/Social Media, Teaching.

**Important Work Qualities include:** Responsive, Self-motivated, Team player. **Seeking Personal Qualities, include:** Patience, compassion, Good Listener

Percent of time internship is likely to spend with direct Client Contact - 0.9

**Details**

**Does the Organization require its own Application process?** Phone conversation to confirm a good match

**Orientation for Intern** - All interns receive individual and group orientation to the work of Family Scholar House. Interns meet individually with professional staff members to understand roles within the agency and coordination of the team. Interns meet individually with President & CEO to not only learn more about the history but also understand the broader goals and vision of the organization. Interns will observe interactions with participants in individual sessions and group programs and subsequently work with staff to assess opportunities to facilitate sessions with staff supervision.

**Supervisor/Mentor Schedule** - Weekly

**Physical Work Space** - Interns will “hot desk” – utilize vacant offices and desk space as available. Interns will have the opportunity to interact with participants on all four Louisville campuses. A computer will be provided for any task requiring access to the Internet, the F

**Is this Organization Accessible via Public Transportation?** Yes, it’s convenient. **Does this internship require the use of a car?** Internship requires mobility to other campuses. May use public transportation or staff can transport. **If on the job work requires use of a car, will the agency reimburse?** No. The intern must have a personal vehicle, but will be reimbursed for mileage or fuel by our organization.

**Personnel Background Security** - Yes - Background check only **Will your agency coordinate prior to internship?** Yes Yes

**Is this a new offering in 2016?** No

**May more than one SHECP Intern fill this Position?** Yes. Two total. **Is this Organization offering other different SHECP Internship Placements?** I've entered all we have to offer.

**Recommended Readings for internship preparations?** FSH Intern Manual, Bridges Out of Poverty

[www.shepherdconsortium.org](http://www.shepherdconsortium.org)