TAP/This Valley Works
Roanoke, VA, 24011

Organization Mission - TAP helps individuals and families achieve economic and personal independence through education, employment, affordable housing, and safe and healthy environments.

Primary Service Area - Community and Individual Services

Primary Groups of People Served - Individuals of all ages, Homeless, Veterans, Ex-Offenders, Trauma Victims

Website URL and Facebook, or other information links, if available - www.tapintohope.org,

Title of Internship - Ex-offender support

Primary Duties of Intern - Work with ex-offenders who are participating in VACARES from initial contact through follow-ups and various referrals. Be available in computer lab to assist ex-offenders with resume writing, on-line job search, and on-line applications; work with ex-offenders who walk in off the street to assess current needs and make appropriate referrals in the community. Follow-up with ex-offenders to ensure needs are being addressed; file reports on progress; look for additional referral resources in the community. Assist in support groups and educational classes for ex-offenders.

Seeking Skills and Interests, including: Direct Client Relations, Teaching, Social Work.

Important Work Qualities include - Self-motivated, Attention to detail, Team player. Seeking Personal Qualities, include - Understanding of basic needs of low-income or disadvantaged populations; ability to build short-term relationships with people; ability to be empathetic; good customer service skills.

Percent of time internship is likely to spend with direct Client Contact - 75%
Details

Does the Organization require its own Application process? Formal phone interview

Orientation for Intern - Staff will work one-on-one to orient on job specific skills. Our agency volunteer coordinator will provide paperwork and policy information briefing to interns. Management staff will do overview of agency expectations and complaint policy.

Supervisor/Mentor Schedule - Weekly

Physical Work Space - office space

Is this Organization Accessible via Public Transportation? Yes, it's convenient. Does this internship require the use of a car? No, there is no driving requirement with this internship.

Personnel Background Security - No

Is this a new offering in 2016? No

Recommended Readings for internship preparations? Any reading about ex-offender reintegration is essential.