



Transitional Housing Advocate Intern

Internship Position Description

Position & Responsibilities

Role Summary

Provide support, advocacy, and resources to individuals and families who have experienced domestic violence and homelessness who are currently living in Tubman's Transitional Apartments. Meet one on one to assess client's housing goals, provides resources and information, and assist in researching long-term housing options.

Impact & Benefits

- Support and empower individuals and families as they work towards their goals
- Gain experience providing one-on-one direct service
- Gain an understanding of housing resources and barriers in the community

Position Responsibilities

- Facilitate one-on-one support meetings with clients
- Research current housing resources and make information easily accessible to residents
- Work together with clients to assess their goals; research and evaluate their housing options; supports clients with landlord contacts and understanding their Tenant's Rights
- Work in partnership with the team to provide coordinated information and resources
- Complete data entry, case notes, and other documentation as required

Qualifications & Expectations

Position Qualifications:

- Experience providing direct service/resources to clients
- Excellent communication skills, including active listening skills and ability to respond without judgment to client needs, reacting appropriately with empathy and respect
- Demonstrated ability to maintain appropriate professional boundaries and confidentiality
- Ability to think on your feet and to remain calm in response to challenging situations
- Strong organizational skills; ability to work independently
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Ability and willingness to transport clients is preferred

Time Commitment & Availability

- Daytime weekday availability; 12-16 hours a week for the full academic year

Supervision & Training

- Attend Tubman's five-part Volunteer/Intern Orientation and Training
- Supervised by the Transitional Housing Manager

Organization

For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. www.tubman.org

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.