



## **Internship Placement**

<b>ORGANIZATION:</b>	DOORWAYS
<b>LOCATION:</b>	St. Louis, MO
<b>TITLE:</b>	Own Home Program Intern
<b>Status:</b>	Volunteer (school credit available)
<b>Time Period:</b>	Dates are negotiable

DOORWAYS, an interfaith non-profit organization, provides housing and related supportive services to improve the quality of life and health outcomes for people affected by HIV/AIDS.

We are seeking an organized/dependable Own Home Program Intern who can take initiative and help this department with different administrative tasks and shadowing of our staff. The Own Home program works with over 2,000 clients a year to provide stable housing through utility, deposit and rental assistance. This department also includes an emergency housing and employment component. This intern will report directly to the Own Home Program Director and have semi-direct contact with clients. Hours are flexible but weekly meetings in-person with the Own Home team will be required.

### **SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

- Assist the Own Home team with various administrative tasks to ensure clients receive desired services. Tasks include answering the phone, greeting residents, updating/maintaining files, etc.;
- Shadow staff as they provide resources to clients;
- Help Own Home program with special projects as they arise.

### **REQUIREMENTS:**

#### **EDUCATION AND EXPERIENCE:**

- All undergraduates who have completed at least one year of college will be considered. Upper-level undergraduate and graduate students preferred.
- Program of study should be in an applicable field: social work, sociology, non-profit management, etc.



**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent writing and communication skills; may be requested to present to small groups.
- Ability to interact with diverse groups of people and be comfortable in the process.
- Must possess the ability to make independent decisions, follow instructions and accept constructive criticism.
- Possess great attention to detail and maintain confidentiality with client information.

**DESIRED ATTRIBUTES:**

- Understanding of issues pertaining to HIV/AIDS, homelessness, mental health, substance abuse and poverty.

This internship description is illustrative only and is not meant to encompass all possible duties the Own Home Program Intern may be called upon to perform or all the conditions that an intern may encounter during his/her time with DOORWAYS. The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with DOORWAYS. This unpaid learning experience is not employment and the intern is not entitled to wages or a promise of employment at its completion.

**To apply, please send a cover letter and resume to [pyoung@DOORWAYShousing.org](mailto:pyoung@DOORWAYShousing.org) and place "Own Home Intern" in the subject line.**

DOORWAYS provides equal opportunity to all applicants regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.