



**Position Title:** Family Shelter Intern

**Position Description:**

HSP's Family Shelter seeks a highly motivated intern to assist shelter staff in promoting self sustainability in chronically homeless individuals. The intern will benefit from an opportunity to gain hands on case management experience relevant to the field of social work and the related social sciences.

**Majors:** Psychology, Social Work, Counseling, etc.

**Supervisor:** Glenn Kaplan **Supervisor Phone #:** 410-386-6678

**Responsibilities:**

- Assist program coordinator with resident intake
- Assist program coordinator in establishing personal and professional goals for residents
- Assist residents in locating and securing permanent housing
- Maintain clean and orderly kitchen and children's play area
- Process and organize donated clothing and food items
- Maintain adequate stock of cleaning supplies and notify staff when supplies are low
- Engage clients with empathy regarding their past trauma and personal history
- Immediately notify supervisor in the event of an accident or emergency situation
- Some clerical work (filing, emails, phone calls, etc.)

**Qualifications:**

- A calm demeanor and exceptional sense of patience
- Ability to set boundaries and use discretion when interacting with residents
- Must be 18 years of age or older
- Must be willing to undergo criminal background check
- Must be in good academic standing with an accredited college or university
- Strong conflict resolution and de-escalation skills
- Demonstrable passion for work involving at risk and diverse populations
- Able to maintain resident confidentiality at all times

**Hours:** Hours available weekday mornings 8-12 PM and Evenings 5-9 PM. Consult with supervisor for specific hours.

**Compensation:** This is an unpaid/ volunteer internship. Degree-seeking students may obtain academic credit.

**Work Location:** 10 Distillery Drive, Westminster, MD 21157. 3rd floor. Not accessible by public transit. Must have access to reliable transportation.

**Contact:** [internships@hspinc.org](mailto:internships@hspinc.org)