



**Position Title:** Men's Shelter Intern

**Position Description:**

HSP's Men's Shelter seeks a highly motivated intern to assist shelter staff in promoting self sustainability in chronically homeless and mentally ill 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, Sociology

**Supervisor:** Cindy Shaw **Supervisor Phone #:** 410-386-6671

**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 a clean and orderly shelter environment
- Immediately notify supervisor in the event of an accident or emergency situation
- Create bulletin boards
- Some clerical work (check voicemail, return phone calls, emails, copy documents, etc.)
- Other duties as assigned

**Qualifications:**

- Must be open minded and willing to step out of comfort zone
- A calm demeanor and exceptional sense of patience
- Must be personable and comfortable making "first contact" with residents
- No experience with at risk populations necessary, but must be enthusiastic about learning
- Must be in good academic standing with an accredited college or university
- Must be willing to undergo criminal background check
- 18 years of age or older
- Must possess strong conflict resolution and de-escalation skills
- Must be able to maintain confidentiality
- Comfortable working with at risk and diverse populations, including active drug users and individuals with criminal backgrounds

**Hours :** Flexible daytime and evening hours available during Fall or Spring Semesters. Consult with supervisor for specific hours.

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

**Work Location:** 127 Stoner Ave, Westminster, MD 21157. Not accessible by public transit. Must have access to reliable transportation.

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