



Position Title: Women's Shelter Intern

Position Description :

HSP's Women's 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: Social Work, Counseling, Psychology, etc.

Supervisor: Dorita Dorm **Supervisor Phone #:** 410-386-6650

Responsibilities:

- Assist program coordinator in establishing personal and professional goals for residents
- Assist residents in locating and securing permanent housing
- Help to maintain a clean kitchen area and assist with resident transition (wash bedding, mop floor, etc.)
- Engage residents in meaningful interactions
- Immediately notify supervisor in the event of an accident or emergency situation
- Light clerical work (filing, copying, etc.)
- Other duties as assigned

Qualifications:

- A calm demeanor and exceptional sense of patience
- Must be able to engage residents with empathy and compassion
- Proficient in MS Word and MS Powerpoint
- Must be in good academic standing with an accredited college or university
- Must be 18 years of age or older
- Must be willing to undergo criminal background check
- Must be able to maintain confidentiality
- Must be comfortable engaging with at risk and diverse populations
- Strong time management and communication skills

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

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

Work Location: 23 W Green St, Westminster, MD 21157. Not accessible by public transit. Must have access to reliable transportation.

Contact: internships@hspinc.org