

Vision House Internship Program

Vision House is a 501 (c) (3) non-profit Christian transitional housing program for families experiencing homelessness. Mission: Our mission is to follow our Lord and Savior Jesus Christ in working with the poor and homeless to promote a positive transformation of their lives.

Vision: Our vision is to inspire our community to unite so that all people have access to a healthy home.

DESCRIPTION OF INTERNSHIP PROGRAM

Purpose: The Vision House internship program is to provide young adults with a hands-on ministry experience in the non-profit, human services field. Our program is designed to develop and equip emerging Christian leaders through a process of inquiry, feedback and growth with an emphasis on servant leadership, vocation, calling and mission.

Description: 12 month Full time Internship (40 hours per week) starting October 1, 2018.

- **Opportunity for mentoring:** The emphasis on mentoring conversations will be on identifying an intern's current strengths and weaknesses to learn how to use these to promote success.
- **Model for learning:** An added component to an intern's work assignment will be a rotation through each major program area at Vision House: family services, fundraising, human resources, accounting, child care, resale and facilities and maintenance.
- **Conversations concerning Vocation, Calling and Giftedness:** Each intern will engage in an ongoing process of reflection with their mentor. As a group, interns will explore personal strengths using the Gallup Strengths Finder assessment.
- **Significant Ministry in the organization:** Genuine conversions followed by a commitment to cooperate with God are loving transformation of ourselves and others with a call to action.
- **Opportunity to integrate with a larger movement of emerging leaders:** Opportunity to visit other social service partners in the community and will be invited to attend networking and/or committee meetings with Vision House staff in their respective areas of service (homelessness, fundraising, human resources, etc.)

RATE AND BENEFITS

Stipend: \$11.50 per hour

Benefits: Paid Sick Leave, Paid Holidays

CONTACTS:

For questions regarding internship

Sarah ButlerWills, Family Services Director: sarahb@vision-house.org, Tel: 425-228-6356

To request an application form or questions

Noreen Graham, HR Coordinator: noreeng@vision-house.org, Tel; 425-228-6356

INTERN RESPONSIBILITIES

- Engage with specific department under "job description" to accomplish tasks described.

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- Complete an internship portfolio.
- Engage with each department managers at Vision House for an understanding of their impact on the mission. Monthly round table discussions around current issues in seeking home stability, non-profit work, donor relations and fund raising, local community agencies serving our population, racial and economic equity awareness and leadership development.
- Bi-weekly discussions with an assigned mentor, weekly supervision.
- Attend Murdock Trust *Vision & Call Internship* Retreats: Oct. 5-7, additional dates TBD.
- Attend all staff retreat and leadership training – Global Leadership Summit.

INTERN SELECTION PROCESS

Selection will be based on the following:

- Demonstrated interest in impacting the greater good and the Kingdom of God.
- An interest in an internship that utilizes a relational, inquiry-based model, focusing on self-awareness, spiritual reflection and personal growth.
- Demonstrated character traits of integrity, perseverance, curiosity and collaboration .
- Content and quality of applicant's Statement of Purpose.
- Quality of fit with Vision House expectations and opportunities.
- An ability to act with integrity and uphold professional standards at all times .

Qualifications:

- Ability to effectively work independently or as part of a team.
- Demonstrate good listening and interactive communication skills.
- Personal characteristics: approachable, empathetic, flexible, discerning.
- Demonstrates basic computer knowledge and ability with an aptitude to learn company applications.
- Ability to pass background check.
- Ability to sign our Statement of Faith.

2 Open Positions

1. Youth and Family Advocacy, Entry and Case Management - Shoreline, WA
2. Alumni Services and Entry Coordination – Renton, WA

Vision House Internship Program

1. Job Description: Youth and Family Advocacy, Entry and Case Management

This position supports all aspects of Family Services:

- Youth and Family Advocacy: 6 months
- Entry and Case Management: 6 months

Position Location: Shoreline, WA

Youth and Family Advocacy

- Prepare and organize the back to school event for families; create a template to be used for future event planning.
- Engage with families, assist in summer activities, coordinate and manage weekly/monthly activities such as homework lab, Community Center, and social-emotional skill building groups.
- Assist in the completion Youth and Family Assessments meeting with families regularly for structured play or activity time.
- Work with families to build an effective Family Care Plan that outlines specific goals of a family.

Entry

- Interview both over the phone and in person, assessment of client strengths, opportunities and challenges, researching targeted resource platforms and proper documentation techniques.
- Become familiar with the relevant State and Federal regulations, programs, and agencies affecting housing placement, the various agencies and stakeholders involved in the housing crisis in the Sno-King region through research, attendance of quarterly Entry coordination meetings and active implementation of Vision House entry procedures and policies.
- Create and distribute an accurate and current housing, assistance and vocational training resource binder.

Case Management

- Accompany the Lead Case Manager in select case management sessions, follow-up with specific skill building opportunities.
- Engage with volunteers, mentors, to offer one on one opportunities with residents.
- Develop a tool for the increased services or success of residents such as creating a resource folder for residents in specific area of interest, such as domestic violence, persons with disabilities.

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2. Job Description: Alumni Services and Entry Coordination

Position Location: Renton, WA

Alumni Services Specialist

- Create a system to establish contact and engage alumni in interviews to secure information necessary for accurate data collection.
- Use data base to provide information on current alumni contact information
- Partner with Case Managers at exit of residents from Vision House Family Services
- Make contact with and interview alumni on a regular basis, filling out surveys every three months.
- Assist alumni with tenant engagement, community resources and potential housing referrals
- Provide ongoing information around Landlord Tenant law and relational support
- Utilize a harm reduction/housing first model when working with clients.
- Address potential barriers to positive landlord communication
- Maintain daily log records, monthly outcome reports, and files for each client

Entry Coordination Assistant

- Represent Vision House as first contact with applicants calling to apply for housing
- Fill out Point of Entry forms on every incoming call; schedule a Diversion appointment
- Engage in Diversion: either by phone or face to face interviewing client to hear their story surrounding their need for housing, brain storm options for available housing elsewhere in the community, provides resources and financial aid if needed.
- Enter all information into resident tracking database (ETO)
- Create and update community resource binder
- Create relationships with landlords through phone calls while tracking rental prices and openings.