Job Title: Homeless Outreach Initiative Intern

Location: 820 Parish St Pittsburgh, PA 15220

Start Date: April 11th, 2016

Number of Interns Needed: 1

Hours per Week: 14-16, Negotiable

Immediate Onsite Supervisors: EDS Volunteer Coordinator & EDS Director

ABOUT THE INTERNING ORGANIZATION:
The Salvation Army Emergency Disaster Service unit responds to small and large scale disasters throughout all of Western Pennsylvania territories, included are 28 counties. We provide rehabilitation, aide, and care to victims of disaster and first responders. In addition to these services we also run a Homeless Outreach Initiative program that aims to reduce poverty within Allegheny County.

SCOPE AND PURPOSE OF POSITION:
Responsible for activities related to the Homeless Outreach Program. Interview, assess, collect clientele data, and formulate a plan of action for program growth and maintenance. Ideal candidate must be able and willing to work with other social service providers within the community as well as create lasting partnerships with these agencies to sustain the program once the intern has completed his or her internship. The intern will also be responsible for client referrals. If we are unable to provide a service it is imperative that the intern is able to direct clients to other helpful agencies and resources. As EDS is primarily an emergency service agency the intern will need to undergo basic emergency response training in the event that the mobile canteen is needed for a disaster. Finally, the intern will be expected to maintain a consistent schedule of operation and must adhere to the Salvation Army Code of Conduct.

Essential Duties and Responsibilities:
• Coordinate with neighboring social service agencies to provide resources to the homeless population
• Create and maintain community partnerships with neighboring agencies
• Create and implement a plan of action to both grow and sustain the current Homeless Outreach program
• Work closely with EDS staff to utilize donated foods for Homeless Outreach program
• Empower clientele to resolve the crisis which he or she is confronted with, by successfully providing aid and referral services
• Maintain detailed canteen reports as well as Homeless Outreach Initiative log binder with Progress reports included
• Keep track of statistics like averages of homeless served per week and numbers of successful referrals
• Abide by Salvation Army Code of Conduct
• Respond to disaster scene if a call were to come in during intern’s shift
• Salvation Army policies pertaining to confidentiality, release of information, and retention and/or destruction of records must be strictly adhered to.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

• Ability to work directly with homeless individuals and families
• Familiarity of the nature of drug and alcohol abuse amongst the homeless population
• Knowledge of scope and result of mental illness
• Able to obtain Act 33 and 34 clearances, as well as fingerprint clearance if necessary
• Willing to undergo a criminal background check
• Understanding of and sensitivity to the needs of the homeless population
• Ability to work with people of diverse social backgrounds and professional levels
• Must have a valid driver’s license
• Must have personal transportation
• Knowledge of Microsoft Office applications
• Must have good time management skills
• Must show a willingness to learn and adapt to challenging tasks on the job