Vine Maple Place is currently recruiting for our Family Services Internship Program.

Work with families who are facing or experiencing homelessness, including parents and children with culturally-diverse backgrounds and needs.

FAMILY SERVICES INTERNSHIPS

Children & Youth (2 part-time)
Housing Stability & Intake (1 full-time)
Education & Training (1 full-time)

KEY INFORMATION

Reports To: Program Manager in the area of commitment
Key Relationships: Internship Advisor, Program Staff, Clients, Community Agencies
Effective Date: April 2020
Positions Available:
Part-time 20 hours per week for 9 months, with 1-2 evenings and some Saturdays
Full-time 34-40 hours per week for 12 months, with 1-2 evenings and some Saturdays
Job Classification: Hourly, Non-Exempt
Compensation: $13.50/hour; vacation and sick time

SUMMARY

This internship is intended for those who are pursuing higher or vocational education or taking a gap year to focus on career development. Overall skills development will serve the intern in the future in their career selection and development.

The intern will receive supervision and direction while working directly with single parents and their children who are facing homelessness. The intern will attend Program Team meetings, receive training on self-care, trauma-informed practices, and leadership, to develop skills required to begin to apply this to their daily work. Working directly with staff, the intern will train in direct service activities and interact with families, children and/or parents. Position includes a ministry component specific to recognizing their calling. This role is foundational to the success of vulnerable and homeless single parents and their children, in reaching their goal of self-sufficiency and stable housing while in the program.

Assignment of work is based on the area of commitment.

RESPONSIBILITIES

- Support the daily operations and activities in their assigned department, working with either children, youth, or adults.
- Assist staff with Program needs and activities while learning skills and applying educational training to real-life experiences in the workplace.
- Attend leadership training monthly and quarterly with Mentor and staff.
- Attend trainings on trauma-informed care, motivational interviewing, and apply these skills to work with families in daily operations.
- Attend community agency meetings with staff, preparing notes and determining new collaborative relationships to benefit families at VMP.
- Set annual, measurable goals at the start of the internship, to be achieved by completion of the program. The intern will receive ongoing coaching and mentoring to achieve these goals.
- Act as a mandated reporter on all incidents of abuse, neglect, and safety.
- Other duties as assigned.

QUALIFICATIONS

- Have a personal relationship with Jesus Christ, be active in a Christian church and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families, with diverse cultural backgrounds, overcome the trauma of homelessness.
- Maintain an acceptable background check and ability to pass a drug test.
- Work effectively with a diverse team of professionals.
- Awareness of issues and complexity in social services work that require cultural competency.
- Arrive for work on time and maintain a good attendance record.
- Self-motivated with strong organizational and project management skills.
- Personal characteristics: adaptable, organized, self-motivated, optimistic, responsible, approachable, detail-oriented.
- Possess the ability to handle confidential and sensitive information.

EXPERIENCE AND EDUCATION

- This internship is intended for those who are pursuing higher or vocational education or taking a gap year to focus on career development.

KNOWLEDGE, SKILLS AND ABILITIES

- Able to read, write, speak and understand English fluently.
- Possess a valid driver's license, safe driving record and proof of insurance.
- Able to take initiative, independently prioritize and organize workload and special projects to meet deadlines.
- Have basic computer knowledge and ability to learn company applications.
- Able to work well with others in a collaborative and respectful manner.
- Able to multi-task, prioritize and deal with complexity and time constraints on a frequent basis.
- Able to perform all functions of the job accurately and in a timely manner.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org
Only qualified candidates will be contacted.