



TITLE: Shelter Intern

REPORTS TO: Director of Shelter Program

GENERAL DESCRIPTION: Turning Point's emergency shelter provides survivors with a safe environment to live. The Shelter Intern will work closely with shelter staff to provide survivor centered and trauma informed advocacy services. The intern should expect to learn case management skills in a communal living setting. This position requires a time commitment of 2 consecutive semesters.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Uphold Turning Point's empowerment philosophy, mission, and values.
2. Follow all agency policies and procedures, including maintaining confidentiality and record-keeping.
3. Work closely with shelter staff to ensure a holistic approach to survivor support.
4. Support case managers in developing strengths-based individualized service plans with residents.
5. Incorporate trauma-informed care practices to create a safe and supportive environment for residents.
6. Maintain updated referral list of local service agencies and resources.
7. Educate residents about available resources and services, ensuring they understand their options and can make informed decisions.
8. Provide crisis intervention support, skills learned in CORE training.
9. Help coordinate group workshops or educational sessions focused on topics such as financial literacy, job readiness, self-care, if applicable.
10. Advocate for residents within the organization and with external agencies to promote survivor rights.
11. Follow Turning Point's policy on reporting suspected/witnessed abuse or neglect to Child Protective Services.
12. If needed, assist in monitoring Turning Point's 24-Hour Hotline.
13. Document internship hours on a timesheet and submit monthly to intern supervisor.
14. Notify staff of emergency situations that may affect Turning Point staff and clients.
15. Perform all other duties as assigned by the Director of Shelter Program.

REQUIREMENTS:

1. Must present in an empowering, empathetic manner when working with survivors and loved ones.
2. Excellent communication and interpersonal skills.
3. Basic computer skills in Microsoft Office, ability to learn agency database for documenting services.
4. Ability to lift 20-30lbs and use stairs.
5. Must be able to work independently and on a team.
6. Must pass a criminal background check and Central Registry Clearance.

TRAINING:

1. Completes 40-hour CORE training conducted by Turning Point staff.
2. Intern orientation with the Volunteer & Intern Coordinator.
3. Shelter Orientation with the Director of Shelter.
4. Completes additional training and skill development as assigned by the Director of Shelter Program to achieve learning goals and assist in professional development.