



Adult Services Intern

Position reports directly to:	Peaceful Paths Staff
Location:	Various Peaceful Paths locations Various community locations
Commitment Requirements:	10 Hours Per Week/semester 2 semesters
Schedule:	Flexible based on program needs

General Skills and Physical Requirements

Ability to communicate effectively, manage time independently and use critical thinking skills in a professional setting. Have basic experience with multi-line phones and customer service. Ability to understand and follow all practices regarding basic confidentiality and safety as described by center staff. Demonstrate demeanor that aligns with organizational mission and advocacy standards.

Must be able to successfully pass a level 2 background screening and complete the 24-hour Core Competency Training as designated.

Interns must be able to move about the Outreach and Residential properties and be able to perform some light to moderate lifting along with general facilities/equipment cleaning. Must have reliable transportation that meets the scheduling commitment and program needs.

Principal Job Duties

Provide general advocacy services particularly related to:

- Completing service intakes and shelter screenings
- Answering and effectively communicating via phone, including the helpline
- Facilitating (or supporting) program meetings such as support groups, youth activities, house meetings, etc.
- Providing community education through informational tabling events
- Supporting other service programs as directed

Each program will provide specific training and mentoring in every aspect of services that relate to the internship. Interns and center staff are partners in implementing the organization's mission in addition to creating an environment that fosters respectful learning and empowering outcomes. It is essential to the proper operation of this relationship that each partner understands and respects the needs and abilities of the other. Interns are entitled to ongoing feedback pertinent to performance as well as the opportunity to meet with appropriate staff as needed or identified. Center staff is responsible for providing guidance and available learning supports throughout the experience.

Job Description

Agency Requirements

All interns of Peaceful Paths are expected to demonstrate a commitment to:

- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality

I pledge my commitment to the Peaceful Paths values of Advocacy, Choice, Compassion, Empathy, Empowerment, Honesty, Hope, Mentoring, Peace, and Respect.

I will strive to practice these principles daily in my work in order to create an atmosphere where individuals are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold others accountable in order to create a responsible environment.

I recognize that providing and supporting quality program services is the priority and my actions, attitude, and involvement should *positively* impact every participant experience.

By signing below, I agree and understand that I must be able to perform each responsibility set forth as an intern with Peaceful Paths.

Intern Name and Signature

Date

Staff Name and Signature

Date