

Housing Advocate Assistant Intern- Apply now for Summer 2017

POSITION INFORMATION

Employer Tubman

Division N/A

Title Housing Advocate Assistant Intern- Apply now for Summer 2017

Description

About Tubman
Tubman's philosophy is rooted in our inspiration and namesake, Harriet Tubman. Facing unrelenting adversities, Harriet Tubman encouraged others to simply "Keep going." Each year, Tubman offers safety, healing and hope to over 30,000 people of all ages who are facing violence, exploitation, homelessness, addiction or mental health challenges. Our culturally responsive services are rooted in decades of research, innovation, experience, and partnership. Incorporating feedback from the people we serve and the community, Tubman provides countless ways to help. To learn more, please visit www.tubman.org.

Role Summary

Facilitating informational housing workshops and one-on-one housing support meetings with shelter and transitional housing residents, the Housing Advocate Assistant assesses client's housing goals, provides resources and information, and researches housing options.

Impact & Benefits

- Support and empower individuals and families as they work towards their housing goals
- Gain experience leading informational workshops and providing one-on-one direct service
- Gain experience researching and providing resources to shelter and transitional housing residents at Tubman's Minneapolis and Maplewood locations

Position Responsibilities

- Facilitate informational housing workshops and one-on-one housing support meetings with clients; seeks out current housing resources and updates resource board
- Works together with clients to assess their housing goals; research and evaluate their housing options; supports clients with landlord contacts and understanding their Tenant's Rights
- Work in partnership with your team to provide coordinated information and resources, maintaining confidentiality in regards to client information
- Complete data entry and case noting

Location

LOCATION

Nationwide
no

City

HOW TO APPLY

Please apply by submitting your application with your cover letter and resume on our website <http://www.tubman.org/get-involved/volunteer.html>

We encourage applications from people of color, multilingual speakers, people of all genders, veterans and people with disabilities.

Requested Documents:

Resume
Cover Letter

Applications accepted via:

Email
Other

IMPORTANT DATES

Posted On:

Feb 20, 2017

Applications Accepted Until:

May 28, 2017

DEFAULT EMAIL FOR RESUMES

kmassie@tubman.org

CONTACT INFORMATION

Employer Tubman

Name Ms. Katie Massie

Title Tubman Volunteer and Intern Coordinator

E-mail kmassie@tubman.org


Phone (651) 789-6752

Address 1725 Monastery Way
Maplewood, MN
55109 United States

Minneapolis/Maplewood

State/Province
Minnesota

Country
United States

Position Type	Part Time, Internship
Desired Major(s)	All Majors
Desired Class Level(s)	Sophomore, Junior, Senior, Alumnus
Work Authorization	None
Salary Level	Unpaid 
Job Function	Community Service, Non-Profit, International Development, Social Services
Desired Start Date	May 28, 2017
Approximate Hours Per Week	<ul style="list-style-type: none"> • Daytime weekday availability with 10-15 hours a week, 6 month minimum commitment
Qualifications	<p>Position Qualifications:</p> <ul style="list-style-type: none"> • Strong communication skills and organizational skills; ability to work independently • The ability to listen actively and respond appropriately to clients • Ability to work with diverse teams and clients to foster a culturally inclusive environment • Familiarity with housing resources • Ability and willingness to transport clients is preferred

Help Desk: 703-373-7040 (Hours: Mon-Fri, 9am-8pm EST)

[Privacy Policy](#) | [Terms of Use](#) | [NACElink Privacy Policy](#) | [NACElink User Agreement](#)