

Mentored Internship Program Intern



Status: Part-time time/hourly, Temporary

Reports to: Housing Program Manager

Supervises: None

Compensation: \$18/hour

Schedule: 20 hours/week

Must be willing to work evenings and weekends

May require travel throughout Southern California, primarily in Orange County.

About Grandma's House of Hope

Grandma's House of Hope (GHH) empowers the invisible populations of Orange County by serving those who truly slip between the cracks of other programs. Founded in 2004, GHH fills gaps in basic needs by providing wrap-around shelter services to Orange County's most vulnerable, underserved and socio-economically disadvantaged women and men. Our welcoming homes nurture hope, our case managers promote growth, our counseling partners facilitate healing, and our housing navigators guide our participants toward stability. Our goal is for our participants to graduate to permanent housing as stronger, more confident, and autonomous individuals through these holistic resources. In our work, we value love and compassion, respect and acceptance, and honesty and integrity. Every day we work toward the realization of our vision: a thriving, supportive community full of caring and productive individuals where everyone has a safe place to call home. For more information on GHH, please visit our website at www.grandmashouseofhope.org.

About MIP

MIP is a state-funded program aimed at providing paid internships with mentors in key service areas. Grandma's House of Hope (GHH) has several goals for interns during placement including gaining experience, specific knowledge, and transferable skills while working with underserved populations, specifically those with mental health disabilities and substance use disorder, providing leadership development by training interns to co-lead onsite workshops, house meetings and case management sessions and participate in resource fairs.

MIP Intern will be onboarded by the MIP Coordinator and assigned a GHH Program Manager as a mentor. Interns will work with that mentor in the daily operations of the in-office side of our Emergency and Transitional Housing Programs. Duties will be fulfilled at North Orange County locations (to be disclosed upon acceptance into our Internship program).

Qualifications

- Senior and graduate students preferred in a related field of study, such as human services, social services, or any other related area **at our partner educational institutions**
- Strong communication skills, both verbal and written, are desired
- Comfortable working in settings in low-income neighborhoods
- Bilingual-lingual preferred (Spanish) preferred
- Mature and can provide compassionate care while being professional and approachable
- Organized, reliable, & takes initiative
- Open & willing to learn

- Complete Live Scan & Background Check (**Required - Paid by organization**)

Responsibilities:

- Organizing participant files
- Learning how to complete participant intakes
- Learn data and tracking systems to improve program success
- Helping to evaluate participant's progress in the program
- Assisting with the search for stable housing
- Assisting with any tasks delegated by the Case Manager

Objectives:

- Improved understanding of case management operations
- Learn core services provided to men and women we assist
- Learn the intake process, policies and procedures
- Participant interaction skills development
- Gained familiarity with participant evaluation
- Develop effective communication and cultural competency with people from a variety of cultures, education levels, and backgrounds
- Increased teamwork skills through collaboration with staff

Physical Demands: In the course of performing this job, the incumbent typically spends time sitting, walking, standing, listening/speaking, writing and operating a personal computer. S/he will be required to drive an automobile or use public transportation to attend meetings within the community. S/he is expected to lift and carry office records and supplies up to 40 lbs on an occasional basis. Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Requires some travel throughout north Orange County; therefore this position must have reliable transportation, a valid California Driver's License, and ongoing, active automobile insurance that complies with state requirements. If applicants use public transportation, they should consult with Human Resources regarding applicable requirements.

Work Environment: The noise level in the work environment is usually moderate and fast paced. While performing the duties of this position, the employee is occasionally exposed to outside weather conditions when driving to and from meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Benefits: GHH has a generous benefits package, including 13 paid holidays, sick pay, vacation (PTO), time off for crime victims, retirement savings program, CaliforniaChoice healthcare plan and Concordia dental plan. Supplemental disability, accident and life insurances are available.

Grandma's House Of Hope Is An Equal Opportunity Employer.

GHH actively works to foster a diverse and inclusive environment for our staff, volunteers, and participants. GHH recognizes the importance of employing people who reflect the diverse backgrounds and life experiences of our participants in order to create a welcoming program. GHH's staff reflects that commitment, allowing us to relate to our participants linguistically and culturally. We believe that these lived experiences among our staff allow us to relate at a deeper, more authentic level with our participants.

We celebrate our inclusive work environment and encourage folks of all backgrounds and perspectives to apply. We are committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We strongly encourage applications from women, people of color, LGBTQIA and other marginalized communities. GHH is committed to a barrier-free recruitment process and work environment. Please reach out to info@grandmashouseofhope.org or 714.558.8600 if any accommodations are needed.