



Family Promise of Spokane

Stabilization Case Management Intern

Last Updated: 2/13/2023

OVERVIEW: Family Promise is looking for a compassionate and highly motivated individual to serve formerly homeless families in practical ways through our stabilization services. Interns in this role are brave, initiative-taking and thorough, as they pursue and creatively resolve issues as they arise for families that are in housing. A formidable candidate will be motivated by a passion to equip families with the knowledge and practical skills needed to have a stable life as well as model initiative and courage to try new things. This internship is can be modified to meet educational requirements or personal interests.

POSITION DUTIES

- Deliver newly-housed families with move-in essentials
- Prepare Welcome Home Kits with donated items
- Orient new families to aftercare program and available resources
- Shadow case managers with family check-ins (target areas: health, income, support systems/community, education)
- Assist with conducting periodic assessments to measure family progress on markers of finance, health, and community
- Maintain accurate records of case plans and notes
- Conduct In-home visits as able
- Develop relationships with partner agencies and social service organizations
- Participate in groups, coalitions, and forums with social service and housing providers as available
- Attend weekly team staff meetings (if able)

SKILLS

- Competent using Google Suite (Google Docs, Google Sheets, Gmail)
- Excellent written and verbal communication skills
- Experience in budgeting, de-escalation, peer-support, etc preferred

QUALIFICATIONS - A formidable candidate will:

- Currently enrolled in a relevant degree program
- Uphold high standard of dignity and support for families
- Work independently, as well as collectively with families, staff and volunteers
- Possess a desire to elevate the needs of others
- Be punctual and prepared

- Be comfortable relating to newly housed families and people from diverse backgrounds
- Maintain professional boundaries with guests and staff
- Take initiative to learn new things

STRUCTURE: A Stabilization Case Management Intern works directly with a specific employed Stabilization Case Manager at various locations depending on schedule. Interns work 10 hours each week.