

Homeless Prenatal Program Housing Program Intern – Job Description

SUMMARY

The Homeless Prenatal Program, one of San Francisco's leading family service agencies, works in partnership with families to break the cycle of homelessness and poverty. A key part of this mission is realized through HPP's housing program, which helps over 400 homeless and low-income families per year to secure and maintain stable housing. Housing program services include lifting barriers to obtaining housing, advising clients on their housing search, assisting with move-in costs, and providing household budget counseling.

The Housing Program Intern will assist the Housing Program Manager in administering the housing program and ensuring compliance with City and County of San Francisco's Human Services Agency (HSA) contracts. This will be accomplished in close cooperation with HPP's case managers, as well as with clients and landlords.

This internship will be a valuable opportunity for real-world experience inside a pioneering community-based organization. The intern will have the chance to be a part of an effort that is truly helping low-income families to transform their lives.

PRIMARY RESPONSIBILITIES

- Conduct housing workshops to educate clients on their rights as tenants, procedures for obtaining housing, and the rules of HPP's housing program.
- Work with case managers to obtain required documentation from clients and landlords
- Follow up with previously assisted clients to ensure they remain stably housed
- Log rental assistance information in government database, as required by HSA
- Collaborate with other San Francisco agencies to facilitate HPP clients' access to other services and resources
- Work directly with clients as a triage/housing case manager (opportunistic and according to candidate's skill and interest levels)
- Other activities, as determined by the Assistant Housing Program Manager

REQUIREMENTS

- Master's/Bachelor's/Associate's degree, completed or in-progress, in social work or related field (work experience accepted in place of degree)
- Able to commit to internship on Monday and Wednesday's 9-5pm
- Excellent organizational and interpersonal skills; detail-oriented
- Passion for serving low-income families
- Ability to thrive in a fast-paced and culturally diverse environment
- English fluency required; Spanish fluency desired

Please send resume and cover letter to jobs@homelessprenatal.org

Please indicate Housing Program Intern in subject line.