



Homelessness and Housing

Internship: Social Work

Catholic Charities calls the community to action to join us in addressing the root causes of poverty, hunger, and homelessness by serving, educating, and empowering all those in need

Position: Social Work Internship (*unpaid*)

Location: St. Jude Park Central and St. Jude Forest Dallas, Texas

Requirement: Enrolled in BSW or MSW program in a school of social work

Time commitment: 480 hours completed within 1 semester.

240 hours completed per semester within 2 semesters

Site hours: As discussed and agreed upon by on-site supervisor.

MSW and BSW Supervision Available

Supervisor: James Espinosa, LMSW. jespinosa@ccdallas.org

Mission: Homelessness and Housing

Homelessness and Housing works with Housing Forward and other community partners to provide permanent, supportive housing for formerly homeless individuals at our St. Jude Centers. We also provide case management, time-limited housing intervention programs and long-term assistance and housing for other individuals experiencing homelessness.

Internship Description

Under the supervision of CCD's Sr. Manager of Homelessness & Housing, interns will be provided with the opportunity to build learning objectives and meet key social work core competencies while primarily based out of two Permanent Supportive Housing (PSH) facilities operating under a Housing First and Harm Reduction model. Under the guidance of Task Supervisors, interns will gain experience supporting case management and by facilitating community integration activities for a diverse resident population impacted by a wide range of barriers. Interns will have further opportunity to gain insight on the complex network of systems contributing to homelessness through training opportunities and educational events. Interns will further acquire knowledge on how the community is responding to the issue of homelessness by enacting systems-wide strategies.

Responsibilities Include

- Conduct regular home and office visits to support clients in their transition and by utilizing a trauma-informed approach to build trust and encourage participation.
- Perform detailed assessment of client needs and assist with the development of individualized housing stability plans aimed to exercise the greatest amount of independence possible and to resolve barriers impacting stability
- Assist clients with review and understanding of lease and program agreements and help resolve tenant issues by working closely with property managers and landlords.
- Provide clients with advocacy as needed or requested, within the boundaries of the property, program, and agency.
- Facilitate community integration events and activities to promote social inclusion.
- Maintain accurate documentation of client files along with thorough input of data tracking and case notes in HMIS while maintaining confidentiality.
- Collaborate with internal and external multidisciplinary teams, and community organizations while representing the agency with prominent professionalism and ethics.

Intended Outcome

The outcomes of this role are supporting the case managers in giving quality, timely services to clients. As an intern, you will be presented with the invaluable experience of building both professional and interpersonal skills, as well as contributing to the important mission of Homelessness and Housing.

Knowledge, Skills and Ability

- Capacity to remain calm and professional when working with varying difficult behaviors and attitudes common amongst the population served.
- Capability to work independently with the ability to utilize critical thinking skills to make well-informed decisions.
- Ability to set healthy and professional boundaries with clients and coworkers alike.
- Readiness to learn and to be open to concepts based on evidence and experience.
- Basic computer knowledge, MS Word and Excel required.
- Flexibility required regarding scheduling and prioritizing of tasks.

Values of a Successful Intern

- Service – Giving of ourselves and welcoming all.
- Compassion – Treating all with empathy, care and consideration.
- Integrity – Doing what is just, honest and merciful.
- Respect – Acknowledging the dignity and worth of every person.
- Commitment – Giving attention, energy and passion to all we do.

How to Apply

Please send the following items to the Volunteer Manager: volunteer@ccdallas.org

- Resume
- Internship you would like to apply for
- School requirements if using internship to receive school credit
- Internship length and time commitment
- Goal Statement of what candidate would like to accomplish with an internship at Catholic Charities Dallas

Process Steps

1. Application is reviewed by Catholic Charities Staff.
2. After review, program staff will directly contact candidate.
3. An interview will be set up with the program manager and intern.
4. After successful completion of the interview and both parties choose to move forward, you complete your internship onboarding of: background check, online training, submit 3 references that will be contacted as character references.
5. 5. You will then be formally placed in the internship and can begin on a previously approved start date.

