***The Experience of Neshama***

**What are we doing?**
The Experience of Neshama is part of the effort to end homelessness in all of Minnesota! Our role is vital as we are providing housing advocacy services to individuals as they exit homelessness or the risk of homelessness. Once the individuals are housed, we encompass a holistic approach dealing with change as it relates to the physical, emotional, mental, and spiritual wellness of the individual. We believe spirituality and faith are a big part of what we do as we journey with others towards Hope. We have high expectations, dream big, and want the best to join us in this effort. We believe in creativity and allowing direct staff freedom to do the work needed to get the job done.

**Job Title:** Housing Advocate Intern

**Commitment:** One Semester

**Compensation:** This is an unpaid internship that can be completed for credit or purely for experience

**Job Summary:** As the Housing Advocate Intern, it is your job to help support the housing advocates case load, helping build and maintain relationships with landlords, attend information meetings/outings on behalf of Neshama, etc.Additional duties include creating outreach material, building community resources and connections, and administrative duties.

**Essential Duties and Responsibilities:** The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive.

* Support Housing Advocate(s) with their case load and tasks related to supporting their clients
* Keep accurate, up to date documentation on all clients including but not limited to, goal plans, case notes, local and federal funder data reporting, etc.
* Call landlords and property managers to find housing support friendly housing
* Assist clients in navigating the numerous providers of mental health, chemical health and physical health services, as well as any other community resources available to the client.
* Facilitate relationship building between landlords/caretakers and clients.
* Assist clients to build upon their strengths and recognize their needs in a respectful manner.
* Visit and inspect client apartments to make sure they are properly maintained.
* Organize and facilitate social and recreational activities designed to promote community involvement and peer support.
* Attend trainings that increase knowledge of effectively meeting clients’ needs (including co-occurring disorders, harm reduction, and cultural competence).

**Hours:** 12 to 24 hours per week. Hours are during regularly scheduled Neshama business hours which are the 9-5pm work week.

**Minimum Technology Qualifications:** Ability to use:

* Office equipment including telephone, smartphone, and voicemail systems, copier, printer, scanner, and fax machine.
* MS Word, Outlook, and Onedrive
* The Internet
* Computer Network (files, drives, and folders)
* Typing abilities to write at least 40 words a minute

**Qualifications:**

* Excellent people skills across class, religion, culture, age, and gender.
* Patience and compassion with people.
* Prefer any related experience delivering services to those experiencing long term homelessness, mental health issues, chemical health issues, etc.
* Knowledge of providing supportive housing a plus.
* Valid driver’s license, proof of insurance and reliable vehicle required in order to transport clients.
* Excellent verbal and written skills required.
* Attention to detail
* Ability to follow both written and oral instructions; be able to work in indepently.
* Excellent time management, organization, attention to detail, and problem-solving abilities
* Interest in marginalized/homeless communities, policy and social justice, as well as serving people in crisis
* Commitment to learning

**Team/Staff Relations:** Our team is a powerful group of individuals who will work to encourage you as well as hold you accountable to live in your fullest capacity. We believe in helping you reach your potential and will work to help you make that possible. Prepare to be challenged!

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit, climb stairs, drive, bend, and communicate. The employee must lift and/or move up to 15-30 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions and ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury. While performing the duties of this job, the employee is regularly required to navigate being outdoors in the heat and/or cold with clients, be in client apartments with bug infestations, interact with clients who are under the influence, interact with clients who are experiencing psychiatric difficulties, etc.

\*\*Please send a cover letter and resume if you wish to apply.

*AA/EEO: The Experience of Neshama is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the organization will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer'*
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**This Company Describes Its Culture as:**

* Detail-oriented -- quality and precision-focused
* Innovative -- innovative and risk-taking
* Team-oriented -- cooperative and collaborative

**COVID-19 Precaution(s):**

* Personal protective equipment provided or required
* Temperature screenings
* Social distancing guidelines in place
* Sanitizing, disinfecting, or cleaning procedures in place
* Utilizing masks when meeting clients face to face
* Sanitizing surfaces/areas after interacting with clients

**Work Location:** Multiple locations

**Work Remotely:** Willing to be flexible to have duties be completed from home. Majority of time in office.

**Job Type:** Part time

**COVID-19 considerations:**
We do enter into the homes of at risk individuals therefore we make our best effort to decrease the risk to both staff and clients.