

Vision House is a 501(c) (3) non-profit Christian social service agency based near Seattle, Washington. Since 1990, Vision House has provided housing, support services and child care for homeless families with children.

POSITION: Family Program - Entry Coordinator Intern

A Family Program intern can work in several different areas to include working with the youth and children, working within the office, and can include reviewing case management. The intern would be able to participate in Program staff meetings and any staff trainings.

Working with as the Entry Coordinator Intern may include any of the following items:

- Interview potential Vision House clients
- Monitor waitlist
- Gather and distribute referrals
- Update data base
- Accompany Entry Coordinator during field interviews

QUALIFICATIONS:

- ☑ Interest in nonprofit social services
- ☑ An effective communicator, both written and oral with a strong collaborative and professional nature.
- ☑ Self-motivated, good organizational skills, detail-oriented, ability to prioritize.
- ☑ Willingness to work evenings.
- ☑ Ability to sign our Statement of Faith.

This internship would include measuring outcomes and supervision with the Family Services Manager or the Team Lead.

The above job description and qualifications are not all-inclusive.

Hours: TBD

Reports To: Family Services Manager

Compensation: This is an Unpaid/Volunteer internship

To Apply: please send your resume and cover letter to roset@vision-house.org