

# Homeless Employment Assistance Intern internship

**Mission:** Our mission is to provide Hope, Opportunity and Choice, with work as the means through which people with disabilities and other barriers to employment can more fully participate in the mainstream of life.

**Motivation:** Work directly with individuals experiencing homelessness who are attempting to enter or re-enter the workforce. You can make a long-term difference in the lives of people, helping them move from homelessness to self-sufficiency through employment.

**Department:** Homeless Services

## **Description of Duties:**

- a. Assist in the assessment of St. Francis Center Guest employment needs.
- b. Provide information and advise Guests regarding the established process.
- c. Assist in Employment Services Orientation.
- d. Learn/assist in resume review techniques, interviewing skills, cover letter creation.
- e. Assist in staffing the Computer Resource area and helping Guests with use.
- f. Assist in supporting Guests in referrals and assistance for interviews and new jobs.
- g. Provide current job listings.
- h. Assessment of needs & barriers to employment.
- i. Resources for supportive services.
- j. Assessment for possible skill upgrade training needs & referral resources.
- k. Resume evaluation.
- l. Placement Assistance/services.
- m. Job Readiness Workshops.

## **Training/Experience Required:**

- a. Ability to function competently in a team environment.
- b. Analytical, organizational, reasoning, and problem-solving skills.
- c. Ability to interact effectively with the St. Francis community.
- d. Excellent verbal and written communication skills.
- e. Commitment to multicultural and economically disadvantaged people.
- f. Computer literacy.
- g. A creative approach to utilizing technology to provide efficiency and efficacy to career services.

**Schedule:** Minimum 15 hours per week, maximum 35 hours per week during regular business hours.

**Location:** St. Francis Center • 2323 Curtis St. • Denver, CO 80205

**Length of commitment:** 1 semester.

For more information on this and other internships contact:

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Employment Matters