

Public Health Internship

Location: Waterloo Office

Reports to: Integrator

Status: Unpaid Internship



FRIENDS
of the **FAMILY**

Take Back Tomorrow. Today.

Job Summary:

Public Health Interns will have the opportunity to participate in and lend direct work to various aspects of quality and compliance, grant writing and reporting, human resources, and agency operations at Friends of the Family, with an overall goal of gaining hands on experience in applicable projects in the non-profit industry, as well as develop leadership skills and participate in professional growth activities.

Job Description:

- Attend and actively participate on at least one agency committee that addresses health components: JEDI, Mental Health, Proven Process Work Committees and work in collaboration with the committee members.
- Observe various programs and department operations to best understand agency functionality and services provided.
- Participate in the internal auditing process, reviewing case files for compliance and developing knowledge around the complexities of serving people in crisis.
- Participate in grant writing and reporting activities including creating narrative, gathering data and proof reading.
- Become familiar with agency processes and policies, funding streams, and grant/compliance standards, the agency adheres to.
- Represent FOF at community and other program development meetings in a positive and professional manner.

Job Requirements:

- Exhibit a belief in non-violence and a willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking, other violent crimes, and homelessness in a non-discriminating manner.
- Respect the confidentiality of clients receiving services through Friends of the Family.
- Maintain professionalism and develop familiarity with agency policy and procedures regarding crisis intervention to exercise good judgment in various situations.
- Openness to perform other work assignments as requested.
- Exemplify Friends of the Family Core Values of People First, Emotional Intelligence, Equity and Inclusion, Drive Change, and Grit.
- Demonstrate support for Friends of the Family's mission of providing safe shelter, confidential services, and housing assistance to individuals in crisis.

Job Qualifications:

- Have previous experience and/or instruction in public health and or non-profit management.
- Ability to complete required service hours.
- Ability to work within our typical office hours of 8a-4:30p Monday-Friday.
- Ability to complete mandatory Victim Counseling Training.
- Ability to travel to identified worksites.

For more information, please email the Community Engagement Manager, Madison Gaffney, at madison@fofia.org with the subject line 'Public Health Internship.'