

**UNITED WAY OF THE MIDLANDS**  
**Internship Scope of Services**  
**01/09/2018**

**Position Title:** Social Work Intern  
**Department:** Community Impact  
**Supervisor:** HMIS Program Coordinator  
**Position Status:** Intern

**INTERNSHIP SUMMARY**

United Way of the Midlands serves as the collaborative applicant and liaison for Midlands Area Consortium for the Homeless (MACH) to help work in partnership with the homeless services providers for 14 counties. The social work student will facilitate financial stability initiatives to improve systems of care and service delivery to those experiencing homelessness and to support a multi-member team to address homeless service systems in the Midlands.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Improve homeless service delivery by evaluating current systems
  - i. Support the Homeless Management Information System (HMIS) data quality evaluation and technical assistance.
  - ii. Run the HMIS permanent housing prioritization report weekly, and communicate with local providers and outreach workers about the people at the top of the list waiting for housing.
2. Support MACH coalition work and activities
  - i. Prepare agendas for MACH board meetings.
  - ii. Support subcommittee efforts such as grant evaluation and advocacy work.
3. Facilitate United Way and MACH outreach efforts
  - i. Assist with coordinating the Point In Time Count.
  - ii. Assist Inclement Weather Center with check in.
  - iii. Assist with coordinating outreach efforts
4. Engage in various learning opportunities such as MACH and state coalition board meetings, United Way board meetings, agency site visits, and community events.
5. Assist with data entry, evaluation, and accuracy checks of the Homeless Management Information System.

**QUALIFICATIONS AND INTERNSHIP EXPECTATIONS**

1. Student should have previously completed social work foundation courses.
2. This internship will fulfill requirements for second year or advanced standing placement.
3. Student will work collaboratively with his or her faculty instructors, placement instructor, and members of the United Way financial stability team. Student will adhere to established schedule at beginning of each semester. Student will be responsible for monitoring hours worked and ensuring required hours are completed. Student will also be responsible for making sure that assigned projects are completed, are done to the best of their ability, and adhere to the deadlines set by team members.

**ADDITIONAL INFORMATION**

**Instructor**

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