



Background

The Homeless Alliance of WNY (HAWNY) is the Continuum of Care (CoC) and Homeless Management Information System (HMIS) lead for Erie, Niagara, Genesee, Wyoming, and Orleans County. Our organization advances community collaboration and leverages data intelligence to identify gaps in housing services that inform future funding decisions. As the lead agency, we take pride in supporting and uniting homeless service providers across the region through best practices in achieving the goal of ending homelessness.

Title :	CoC Intern
Department :	Continuum of Care Planning
Reports To :	Director of CoC Programs
Employment Status :	Part-Time, flexible work schedule not to exceed 20 hours per week
Term :	6 months- extension dependent on funding and performance
Wage Range :	\$16 - \$20 per hour

Position Summary

The CoC Intern will be involved in community meetings to promote best practices and will work directly with HAWNY staff on various projects. **Candidates that meet the preferred education and experience requirements below will be highly considered.**

Primary Responsibilities

The CoC Intern will have responsibilities in the following work areas:

Community Involvement

Attend community meetings and gain an understanding of Coordinated Entry, Rapid Rehousing, Permanent Supporting Housing, Vulnerability Index, Housing First Model, etc. While the majority of our services are conducted remotely via telephone, Zoom, and WebEx, in-person meetings may be required.

Internal Services

Completing paperwork, sending emails, answering phones, and scheduling meetings. Participating in supervision with fellow staff and interns on a variety of disciplines and/or levels. Interns will have the opportunity to be part of a multidisciplinary team and learn/train in different positions.

Training

Training opportunities will be provided focusing on the foundational elements of Homelessness such as Homelessness 101, Housing First, Public Benefits, Coordinated Entry, and Vulnerability Index.

Candidate Qualities

A candidate for the CoC Intern position will exhibit some or all of the following qualities:

- Dedicated: Devoted to a task or purpose with loyalty and integrity
- Enthusiastic: Shows intense and eager enjoyment and interest
- Detail Oriented: Capable of carrying out a given task accounting for issues and challenges that may impact execution
- Functional Expert: Considered a thought leader on a subject
- Innovative: Consistently introduces new ideas and demonstrates original thinking
- Loyal: Shows firm and constant support to a cause
- Team Player: Works well as a member of a group
- Flexible: Inspired to perform well when granted the ability to set own schedule
- Self-Starter: Inspired to perform without outside help

Preferred Education / Experience

The ideal candidate will have the following education and/or experience:

- High school diploma or GED (some college preferred)
- 1+ year of lived experience of homelessness. Examples include: youth-couchsurfing, staying at a family shelter, staying at a youth shelter, staying at an adult shelter, street homelessness, or other instances of lived experience of homelessness (can be one instance or combined instances of homelessness)
- Interest in the Human Services field
- Ability to work independently and with co-workers
- Manage time well
- Basic computer literacy

Environmental and Working Conditions

- General office environment; no exposures to extreme heat, cold, dust, or noise.
- Limited travel is required, mileage reimbursable.
- Please note this is a hybrid position.

Physical and Mental Requirements

Primarily a sedentary position with occasional standing, sitting, bending, and reaching required. A high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities.

Application Instructions

Please submit a cover letter, resume, contact information for 3 references, and salary requirements by email to Jarrett Steffen, Operations Manager, at steffen@wnyhomeless.org.

Notices to Applicants

Homeless Alliance of Western New York, Inc. is an Equal Opportunity Employer (EOE). Please review the [Know Your Rights: Workplace Discrimination is Illegal Poster](#).

Homeless Alliance of Western New York, Inc. participates in E-Verify. Please review the [E-Verify Participation Poster](#) and the [Immigrant and Employee Rights \(IER\) Right to Work Poster](#).

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.