



Summary: The Resource Navigation Specialist Intern will be located at the O'Reilly Center for Hope and will assist direct service staff, including members of the One Door program, and guests at the O'Reilly Center for Hope in documenting, navigating, accessing, and enrolling in a variety of mainstream and housing-related resources.

Essential Functions:

- ◆ Review, research, update, and compile a variety of resource documentation for distribution to those experiencing financial instability and, in many cases, a housing crisis or homelessness. Resource lists typically include rental listings, mainstream benefit info, food and clothing pantries, etc.
- ◆ Provide additional administrative support to the One Door program
- ◆ Under the direction of O'Reilly Center for Hope staff and partners, assist guests in navigating the process of accessing, applying for, and enrolling in programs including EBT, Medicaid, and Section 8/Public Housing
- ◆ Assist guests with computer searches related to identifying housing opportunities (e.g., online rental listings search)
- ◆ Additional duties as appropriate throughout the internship

Skills Required:

- ◆ Comfort working with diverse populations, including high risk and homeless households
- ◆ Ability to follow established confidentiality and privacy practices
- ◆ Written and oral communication skills
- ◆ Strong computer skills, including Microsoft Office and Internet
- ◆ Ability to work independently and in a team environment
- ◆ Detail oriented with strong organizational skills