

**Teen Center and Shelter – Family Services Incorporated
Internship Information**

Internship Description: Shelter – Hotline – Assessments - Outreach

Contact:	Peggy Campbell
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Organization Description:

Family Services Incorporated, a non-profit organization, strives to build healthier relationships by empowering individuals and families to live and grow to their fullest potential.

Program Description:

The Runaway and Homeless Youth Program is designed to alleviate the problems of runaway and homeless youth aged 12-17 by reunifying them with their families or finding a safe alternative living arrangement. This is done via family, individual and group counseling, as well as referrals to other appropriate community organizations. The program also provides outreach to runaway, homeless and at-risk youth; temporary shelter; food; and clothing. During their stay at the shelter youth are encouraged to choose constructive courses of action to help obtain stable living conditions.

Benefits for the Intern:

As an intern for this program, you will obtain a vast amount of knowledge and hands-on experience in regards to the problems and issues faced by runaway and homeless youth. Your communication and counseling skills will increase dramatically. You will also learn much about systems in the community and how each impacts and helps youth and their families.

Specific Expectations:

The program expects their interns to be responsible, professional, flexible and adaptable. The program expects that any materials developed and information gathered will be the property of the agency for future use.

DESCRIPTION OF RESPONSIBILITIES

ORIENTATION PERIOD: 30 hours of Runaway and Homeless Youth training and on-the-job-training in which the intern will shadow program staff.

ROUTINE RESPONSIBILITIES: Day-to-day, crisis oriented work geared to meeting client needs:

- Handling crisis calls on Hotline
- Supervision of all youth in shelter
- Intake & discharge assessment and paperwork
- May design special groups & facilitate such
- Providing referrals to community resources
- Attending a variety of community meetings with various staff in Blair County
- Providing life skills education
- Providing community outreach

ADDITIONAL RESPONSIBILITIES/LIMITATIONS:

- When deemed capable, the intern will assume additional responsibilities. Clerical work will only be in regard to program client file work
- Attendance at scheduled staff meetings
- Assist with preparation for training programs, counseling sessions, and awareness month activities
- Opportunity to visit other community provider agencies as appropriate
- Work hours may vary taking into consideration program and intern needs. The shelter operates on a 24-hour basis allowing for great flexibility to meet internship hour requirements.

Intern signature

Date