



Employment Specialist Position Description

Position Title: Employment Specialist

Position Type: Direct Client Services

Purpose: Interns will work to establish and maintain a broader spectrum of resources in Summit and Wasatch counties to better support individuals and families. Interns will be given opportunities to observe and get involved with Peace House's Outreach, Shelter and Prevention and Awareness Programs. In addition, interns will be able to self-identify areas of interest to focus their efforts on. Interns will work directly with individuals and families to provide support, resources and to answer any questions. Interns will work throughout their internship to develop a Domestic Violence related training curriculum of their choice and for a final project the intern will use their curriculum to facilitate a community training for Peace House Community Partners.

Primary Location: Peace House community office & shelter

Key Responsibilities:

- Staff help desk and shelter
- Establish a broader spectrum of resources
- Provide hotline coverage
- Complete client paperwork as necessary or directed
- Client information data entry
- Support survivors and families residing at the shelter with daily needs, crisis intervention and conflict resolution
- Communicate with staff and other volunteers about on-going facility, programmatic and client needs
- Understand and follow all agency policies and procedures
- Complete other tasks as assigned. Specific duties may be assigned to utilize the unique skill set of a volunteer.
- Documenting volunteer hours as instructed

Supervised By: Volunteer Coordinator

Time Commitment: 10 hours per week with optional additional hours

Qualifications: CPR/First Aid, all training requirements will be provided

Training Required: Minimum of 24 hours of domestic violence related training including volunteer orientation prior to start

Annual Training Required: 16 Hours of domestic violence training is required annually after the initial 24 hours of training if the intern would like to continue involvement with Peace House.

Dress Code: Business Casual