

# Internship Application

Name:	Address:	
City:	State:	Zip:
Cell Phone:	Work Phone:	
E-mail Address:		
<b>Academic Information</b>		
School:	Program of Study:	
Semester of Internship:	Required # of hours:	
Internship Requirements:		
School Internship Program Coordinator/Contact Name:		
Email:	Phone:	
Does the school allow you to drive agency vehicles?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>	
May you transport program participants in an agency vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>	

## Preferences

Please indicate the departments that interest you. Department descriptions can be found at the end of this document.

<input type="checkbox"/> Intake Department Crisis Hotline/In-Home Advocacy	<input type="checkbox"/> Intake Department Victim Advocate
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<input type="checkbox"/> Emergency Housing Department Adult Case Management	<input type="checkbox"/> Housing Now Department Housing Location Case Management
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<input type="checkbox"/> Emergency Housing Department Children's Case Management	<input type="checkbox"/> Housing Now Department Housing Stabilization Case Management
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Anti-Trafficking Department Case Management (Graduate-level students only)

Please list any specific tasks you are unable to perform due to physical and/or mental limitation or personal preference:

When are you available to complete internship hours?

Weekdays  Weekends  Daytime (time: \_\_\_\_\_ )  Evenings (time: \_\_\_\_\_ )

Please note: Office hours are Monday – Friday, 9am-5pm.

Volunteer hours for special events may count toward internship credit hours.

## Skills and Interests

Languages spoken and/or written fluently:

Relevant Volunteer or Work Experience:

Why do you want to intern with Samaritan House and what specific experiences do you hope to gain?

Describe your professional goals for after graduation:

### Background Verification

Have you ever been convicted of a criminal offense (misdemeanor or felony)?

Yes  No

If yes, please explain:

Have you ever been charged with neglect, abuse, or assault?

Yes  No

If yes, please explain:

Has your driver's license ever been suspended or revoked in any state?

Yes  No

If yes, please explain:

Do you have any substance use history SHI should be aware of?

Yes  No

If yes, please explain:

### References

	Name	Email	Phone
Personal			
Professional			
Professional			

### Emergency Contact Information

Name:	Relationship:
Cell Phone:	Alternate Phone:

**\*\* Please attach a current resume to this application\*\***



I hereby certify the information contained in this application is true and correct to the best of my knowledge and belief. I understand SHI may need to do one or all the following screenings (Criminal Background, Child Protective Service Record, Sexual Offender Record and Driving Record). And the results of those screenings may affect my eligibility for an internship placement. All information on this application and proceeding screening will be kept confidential and measures will be taken to protect your privacy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your interest in Samaritan House!  
Please return this completed application to **Dani Miller-Holmes**.  
Fax: 757-631-0747  
E-mail: [danim@samaritanhouseva.org](mailto:danim@samaritanhouseva.org)

*The mission of Samaritan House is to foster personal safety, growth and self-sufficiency in adults and their children through freedom from sexual and domestic violence, human trafficking, and homelessness.*

## Description of Departments and their Functions

### Intake and Victim Advocacy Department

- **Intake Coordinators** are available 24 hours a day, 7 days a week to respond to a crisis in emergency housing, respond to referral for services from the City of Virginia Beach (homeless) or our own Hotline (DV, SA, HT), determine imminent vs. non-imminent danger, complete intake for emergency housing, enter program participant data and service transactions, complete emergency housing checks, and to be available to listen to a program participant in need outside of regular business hours.
- **Victim Advocates** provide court accompaniment and support to program participants who are involved in the legal process as it relates to domestic violence. They assist program participants in filing for a protective order, custody/visitation/support, and in obtaining legal representation. VAs also speak with individuals in the community interested in attending the DV support group or counseling with the YWCA. One VA is available each weekday at the FANS office at the Virginia Beach Juvenile and Domestic Relations Court to provide information or support to anyone who is there for a DV issue. Another VA who is assigned to the 3<sup>rd</sup> Precinct of the VBPD is responsible for running a report of all individuals who were identified as the victim of domestic abuse and making a cold call to them to offer any SH services.

### Emergency Housing Department

- **Emergency Housing Adult Case Managers** work with individuals and families in emergency housing and hotels when the houses are at capacity and the program participant is in imminent danger. CMs work with the adult program participants to complete an initial needs assessment and to develop a housing-focused case plan. They meet with the program participants at least once per week to ensure they are working on their goals, provide referrals to community partners for services such as eyeglasses and counseling, and advocate for program participants who are trying to obtain or maintain mainstream benefits such as SNAP or Medicaid. CMs also provides emotional support to program participants as they navigate the homeless system.
- **Children's Case Manager** provides services to children in emergency housing and the community. Every child who enters emergency housing is assessed for developmental delays from one month of age to 5 years of age. Children from 3-17 years of age are assessed for any sign of trauma symptoms. The parent also completes an initial needs for the children to address any medical, mental health, education, and/or social needs. Advocacy is provided to program participants as they work with Project Hope to keep the children enrolled in school or to get childcare assistance at social services among other places. Children referred for services from the community are also assessed using a modified initial needs and the same screening tools based on age. All children with identified needs or delays are assisted in connecting with community partners such as licensed counselors or child development specialists.

### **Housing Now Department**

- **Housing Locators** work with program participants that are referred to from SH emergency housing and the City of Virginia Beach on locating housing that is safe and affordable. They currently have relationships with over 60 landlords in the Hampton Roads area. HLs work with the program participants to establish a realistic budget around housing costs to identify a reasonable price point for the cost of rent. They are also responsible for calculating a subsidy amount for clients to assist them in the transition from homelessness to self-sufficiency. The HL will attempt to identify at least three rental options for the client. HLs have approximately 30 days to work with an assigned client to find sufficient housing.
- **Housing Stabilization Case Managers** work with program participants once they have signed a lease and are permanently housed. Their goals are focused on continuing to address the barriers that have or are currently affecting them from maintaining housing. They are to meet with clients no less than once a month. HSCMs may need to respond to complaints from the landlord about a program participant's behavior, assist in paying for utilities, and/or overcoming a new challenge or barrier. HSCMs may work with a participant for up to 12 months.

### **Anti-Human Trafficking Department (Graduate-level only)**

- **Anti-Trafficking Case Managers** are assigned to work with program participants in emergency housing and in the community. These participants have experienced complex trauma and need many months to recover and to rebuild. The CM works with the participant as they progress through identified program phases as they stabilize and become self-sufficient. Service plans have less of a focus on housing and more of a focus on healing and recovery. Case Managers may work with these clients for a year or more.
  - **Juvenile Case Manager** works primarily with clients in emergency housing and the community who are between the ages of 18-24. They can also work with minors who are victims of trafficking, and they would be sheltered at Seton Youth Shelter in VB as SH is not licensed to house youth at this time. The goals are much the same as for the other case managers, we just recognize that young adults under the age of 24 are still considered youth and may be eligible for special services in the community.