Organization Name: Mercy Housing Management at The Villages of East Lake

Address:
460 East Lake Blvd
Atlanta, GA 30317

Mailing Address (if different):
The same

Phone: (404) 373-9598
Fax: (404) 373-6166
Web site: www.mercyhousing.org

Internship Supervisor:
Tiffany A. Hollin-Wright

Supervisor’s contact information including e-mail:
Phone: (404) 679-5372
Email: thollin-wright@mercyhousing.org

Organization’s Mission Statement:
To create stable, vibrant and healthy communities by developing, financing and operating affordable, program-enriched housing for families, seniors and people with special needs who lack the economic resources to access quality, safe housing opportunities.

Summary of organization’s primary programs and services:
Resident Services are focused on four priority components: education, health and wellness, economic development and community, each with priority program areas. Each area is comprised of priority programs offered at each property.

The overall goal of Resident Services is to provide a platform for success of residents.

- Resident’s needs are assessed as early as possible to ensure a smooth move to the property and to maximize resident motivation to participate in services.

- Resident service providers rely on trust, rapport, choice and convenience as strategies to engage residents in services.

- Services delivered are culturally appropriate.
- To avoid duplication of existing community services, services are provided by third-party or community partner agencies when possible.

- Successful Resident Services are cost-effective, contributing to the financial health of the property.

- Each property has established procedures and processes to ensure close coordination between property management and resident services.

- Each Geographic Business Center participates in developing and implementing shared resources to enhance program delivery and outcomes.

- Resident service providers implement research-based, best practices and evaluation methods to continually improve services and deepen their impact.

- Services aspire to build relationships, community responsibility and participation and create a safer community.

**Intern’s title:** Health & Wellness Project Assistant

**Number of interns requested for this position?** 1

**Internship project/job description:**

**GENERAL DESCRIPTION:** Develops and/or conducts specialized Health & Wellness needs and resources assessments for residents, develops and plans Health & Wellness programs for the residents in collaboration with the residents and Resident Services staff. Assists in developing a system to monitor Health & Wellness outcomes of programs as needed. Collaborates with community partners involved in Health & Wellness program development and service provision.

1. Work with the Resident Services site team and residents to develop Health & Wellness focused assessments (interviews, surveys, and focus groups) to serve the specific targeted resident group.

2. Coordinate all phases of conducting the Health & Wellness assessment at the site.

3. Analyze assessment results with the Resident Services site team and residents

4. Work with the Resident Services site team and residents to develop, coordinate and implement Health & Wellness focused programs to serve the specific targeted resident group.

5. Establish and maintain linkages with neighborhood and community providers to maximize utilization of Health & Wellness resources.

6. Create and maintain a safe and attractive environment for program activities.
7. Assist in setting up a system to monitor and evaluate Health & Wellness activities and programs with residents and staff to determine program direction. Collect outcome data as required.

8. Promote Health & Wellness programs through outreach to residents.

9. Serve as Health & Wellness program liaison with other site staff.

Qualifications:
Education: High school diploma required. Some college level coursework in a related field preferred. Experience can be substituted for academic training.

Experience: Experience planning and implementing programs for the targeted resident group. Experience working with culturally diverse individuals and groups. Experience collaborating in a team environment, working with community providers and volunteers.

Abilities:
- Listen actively and work collaboratively; good interpersonal skills.
- Communicate effectively both orally and in writing.
- Develop and maintain positive relationships with residents and community providers.
- Group facilitation skills and the ability to manage group dynamics
- Be flexible, resourceful, creative, and able to take initiative.
- Speak a second language in addition to English: Spanish/Russian/Chinese preferred.
- Basic computer skills: Word required, Excel, Publisher, and Internet desired.

If there are other requirements for this position, security check, drug screen, immunizations, please note them here. None required

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

Physical: Occasionally required to push/pull objects up to 30 lbs., and to lift/carry objects up to 30 lbs. Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, and sit for extended periods.

Sensory: Frequently required reading and writing documents, written and financial reports, and plans. Must be able to distinguish normal sounds with some background noise, as in answering the phone, interacting with residents and staff, etc. Must be able to speak clearly and understand/be understood using the English language.
Cognitive: Frequently required to concentrate on moderate detail with constant interruption. Must be able to attend to a task/function for 20-45 minutes at a time. Frequently required to understand and relate to specific ideas, several at a time. Must be able to remember multiple tasks/assignments given to self and others over a period of several days.

Environmental Conditions: Frequent exposure to seasonal conditions in outside weather.

Equipment: Frequently required to drive a car, use a computer, phone, and fax machine.

**Will the internship require that the student have a car?** On occasion

**Is placement site accessible by public transit or other transportation options?** Yes

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required by my supervisor periodically.

_________________________________________  _____________________
Signature                                      Date