SERVICES PROVIDED:
The Housing Authority of Yamhill County was established January 10, 1951, by resolution of the Yamhill County Board of Commissioners. The Housing Authority operates under state and federal regulations. The mission of the Housing Authority is to provide the opportunity for decent, safe, sanitary and affordable housing to lower-income families residing or wishing to reside in our community.

ROLE OF THE PRACTICUM STUDENT:
Practicum students will learn about policy, procedures and services provided to individuals who are seeking assistance from the agency. Besides getting an overview of the agency, students will work in specific service areas to learn how to deliver services to assist people to obtain housing and become self-sufficient. Students must respect client privacy and not share confidential information outside the agency.

DESCRIPTION OF DUTIES:
Duties of the practicum student may include:
- Read and understand agency policies and procedures.
- Assist clients to understand housing programs.
- Assist clients in intake / application process
- Assist staff member with Family Self-Sufficiency Program
- May do special projects
- May attend staff meetings.

JOB QUALIFICATIONS:
The practicum student should be interested in working with low-income families and individuals of varying backgrounds and temperaments. Students must be willing to work in a cooperative manner with fellow employees. Good listening, communication and organizational skills are important. Basic office environment experience is preferred.

CRIMINAL HISTORY CHECK MAY BE REQUIRED
As of April 15, 2011, practicum sites that use the Department of Human Services Background Check Unit will now conduct a weighing test and fitness determination when an individual has been identified as the perpetrator of abuse in certain cases of sexual abuse, physical abuse or financial exploitation. The Background Check Unit will specifically consider the most serious cases of abuse reported and substantiated from January 1, 2010, forward.