

# Support our team of social workers who help clients rebuild their lives.



## Volunteer Opportunity #1: Data Support and Information Management

### Schedule:

- Morning shift, Mondays Thru Fridays, 9:00 a.m. – 12:00 p.m.
- Afternoon shift, Mondays Thru Fridays, 1:00 p.m. – 4:00 p.m.

### Locations:

- Women's Shelter – [546 Ka'aahi Street, Honolulu, HI 96817](#)
- Men's Shelter – [350 Sumner St., Honolulu, HI 96817](#)
- Hale Mauliola - [Approximately 1600 Sand Island Parkway, Honolulu, HI 96819](#)

### Volunteer's Role:

- Assist IHS case managers with data inputting, client information, and our industries database systems. Information management will be vital in keeping track of our clients' recovery as they progress through the path toward permanent housing.
- Volunteers will develop insights and knowledge of how to navigate Hawaii's human services system, skills in social work, and case management.

### Additional Requests / Commitment:

- Volunteers shall have an eagerness to support our staff as they lead clients back to permanent housing while tackling the challenges they face in their daily lives.
- We are a qualified college certification program to sign off on community service hours and practicum

hours for students seeking scholarships and graduation requirements.

- Volunteers will be offered adequate training of our homeless services system databases and trusted with handling highly confidential information while also demonstrating accuracy & competency in navigating the databases.
- Minimum time commitment 4 hours per week for at least three months. Volunteers may schedule their shifts between the available times/days listed.

## **Volunteer Opportunity #2: Clerical Support**

### **Schedule:**

- Afternoon shift, Mon Thru Fri, 1:00 p.m. – 4:00 p.m.

### **Locations:**

- Women's Shelter – [546 Ka'aahi Street, Honolulu, HI 96817](#)
- Men's Shelter – [350 Sumner St., Honolulu, HI 96817](#)

### **Volunteer's Role:**

- Navigating Hawaii's human services systems requires a lot of documentation and paperwork. We are in need of office support to assist Case Managers with filing, copying, scanning, & tracking client files and records to ensure we are able to spend needed time delivering time and care to our clients.

### **Additional Requests / Commitment:**

- Volunteers shall have an eagerness to support our staff as they lead clients back to permanent housing while tackling the challenges they face in their daily lives.
- We are a qualified college certification program to sign off on community service hours and practicum hours for students seeking scholarships and graduation requirements.
- Volunteers will be offered adequate training of our homeless services system databases and trusted with handling highly confidential information while also demonstrating accuracy & competency in navigating the databases.
- Minimum time commitment 4 hours per week for at least three months. Volunteers may schedule their shifts between the available times/days listed.

**To sign-up for this or any volunteer opportunity, click on the volunteer application link to the right.**