

Internship Description

January 31, 2024

INTERNSHIP TITLE: Crisis Intervention Advocate Intern

PREPARATION: Complete agency New Entry Training. Prospective candidates should be either an advanced standing bachelor's level student or in their second year in a human services program. A keen interest in crisis intervention, supporting survivors of domestic and sexual violence, and a passion for engaging with the court process and legal advocacy related to these issues is essential. The ability to utilize thorough assessment techniques, demonstrate empathy and develop a quick rapport is a necessity. Candidates must be adept at handling crisis situations and be able to apply de-escalation techniques to individuals in crisis. Prior experience working in the human service field is desirable. Must be sensitive to issues of diversity and adhere to strict confidentiality policy. Understands and supports a philosophy of empowerment.

SUPERVISOR: Crisis Intervention Advocate (Legal Advocate)

POSITION SUMMARY: Successful applicants will have the opportunity to shadow a legal advocate, providing crucial support and crisis intervention for survivors in engaging in client services or involved with the civil or criminal justice system including attending meetings, court, and other legal advocacy, case management or client appointments with the advocate. Be able to assist with general agency functioning-partake in agency committees, groups, and crisis helpline shifts.

Agency Mission Statement: The mission of Resilience: Advocates for Ending Violence is to respond to, reduce, and prevent domestic and sexual violence in Ottawa and Allegan counties.

SPECIFIC ACTIVITIES:

1. Complete all sessions of New Entry Training as soon as possible following placement.
2. Assists with crisis intervention, assessment, service planning and case management in a manner that is sensitive to client needs and founded in an empowerment philosophy.
3. Assists in coordination and advocating with other Ottawa County agencies (including, the Probation Department, Prosecutor's Office, and Police Department or others) to provide services to clients.

RESILIENCE

ADVOCATES FOR ENDING VIOLENCE

4. Assists clients in completing Personal Protection Orders
5. Participate in the agency and community's High-Risk Team.
6. Provide transportation to and from necessary courts or other legal appointments for clients, in cooperation with the Crisis Intervention Advocate.
7. Meets weekly with Crisis Intervention Advocate for supervision.
8. Completes other special duties or projects as assigned by the Crisis Intervention Advocate

GENERAL POSITION EXPECTATIONS:

- Approaches all persons from an empowerment philosophy.
- Understands and follows agency policy and guidelines as outlined in the Policy and Procedure Manual and Employee Handbook.
- Participates in maintaining policies, procedures, and service delivery according to standards established by accrediting bodies, funding sources and professional organizations.
- Protects client confidentiality.
- Follows protocol regarding mandatory reporting.
- Functions as part of a team by supporting and working with others to accomplish program and agency goals.
- Communicates effectively, both verbally and in writing, with other staff and with other organizations.
- Participates in volunteer meetings, team meetings, and other planning opportunities.
- Participates in training, continuing education, and other skill development opportunities to further enhance position-related skills and abilities.
- Participates with other agency staff in being aware of emerging needs within the community and the client population, developing of an agency vision, and working toward continuous quality improvement.

PHYSICAL REQUIREMENTS:

- Normal office environment requiring standing, sitting, keyboarding, lifting up to 25 pounds and movement around the facility.
- Ability to transport clients to off-site locations and attend off-site meetings and events.

The above statements are intended to describe the general nature and level of work performed by volunteers in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of volunteers assigned to this job.

Volunteer signature _____

Supervisor signature _____