

## Internship Description

January 31, 2024

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INTERNSHIP TITLE:	Prevention Program Intern
PREPARATION:	Student pursuing a bachelor's or master's degree in Social Work with a passion for macro practice, community engagement, and systems change work.
SUPERVISOR:	Lesley Coghill, LMSW-Macro – Prevention & Systems Change Manager
POSITION SUMMARY:	The Prevention Program Intern participates in Resilience prevention program planning, development, and implementation. The student intern contributes to community engagement, training development and facilitation, blog writing, systems change work, committee work, and serving as mentor to the Youth Leadership Board. Must be sensitive to issues of diversity and adhere to strict confidentiality policy. Understands and supports a philosophy of empowerment.

**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. Serve as mentor to the Youth Leadership Board and attend all meetings, assisting with the youth leaders' goals and activities, promoting youth voice and decision-making.
2. Participate in developing and facilitating community education dedicated to elevating the community's capacity to respond to, reduce, and prevent domestic and sexual violence, promoting healthy relationships and healthy masculinity.
3. Participate on various committees related to macro and community level social work practice (Lakeshore Alliance Against Domestic & Sexual Violence [LAADSV] and the Systems Change Plan Review Committee).
4. Meet weekly with supervisor and communicate about progress, challenges, and needs.
5. Complete program support tasks as requested including survey data entry and assistance, focus group assistance, community tabling, and support at prevention program trainings and events.

### GENERAL POSITION EXPECTATIONS:

- Approaches all persons from an empowerment philosophy.

# RESILIENCE

ADVOCATES FOR ENDING VIOLENCE

- 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 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 \_\_\_\_\_