

Internship Position Description 2026 – 2027 School Year

Internship Title: SANE (Sexual Assault Nurse Examiner) Program Intern

Supervisor: SANE Program Coordinator

Preparation: Complete agency New Entry Training. Complete SANE overview and orientation. Requires working toward a degree emphasizing social work, psychology, public health, nonprofit administration, or a related field.

Position Summary: Applicant should have an interest in crisis intervention and working with survivors of domestic and sexual violence. Must be able to utilize thorough assessment techniques, display empathy, and develop a quick rapport (if applicable). Must be comfortable in 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. Position is in person at the program office with some offsite expectations for outreach and systems change.

Specific Activities:

1. Completes new entry training as soon as possible following placement.
2. Schedules office and on-call shifts with Coordinator, communicates with Coordinator if a conflict arises.
3. May work assigned call shifts by responding to SANE requests with the on-call nurse and or advocate (if applicable).
4. Performs varied tasks requested by Coordinator.
5. Participates in outreach and system change activities/projects with the coordinator.
6. Takes responsibility for assigned administrative tasks including inventory, documentation filing, patient follow up and referrals, and other tasks determined by the coordinator and intern's learning goals.
7. Clearly communicates learning needs, interests, and assignment requirements to Coordinator.

General 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.

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- 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, staff and 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.

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

For office use only

Volunteer/Intern signature: _____

Supervisor signature: _____