| **JOB PURPOSE** |
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| The STRC Advocate Intern supports the agency by providing hope and healing to those impacted by domestic violence and sexual assault by providing direct client services. The STRC Advocate Intern assists clients in identifying and working towards goals to promote a life of hope and healing after trauma. |

| **REPORTING RELATIONSHIPS** | |
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| Reports To | STRC Advocate Supervisor |
| Supervises | None |

| **RESPONSIBILITIES / ACCOUNTABILITIES** | |
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| Responsibility/ Accountability Categories | Key Activities  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Outcomes / Exceptional Performance |
| Client Care | Using trauma-informed, client-centered approach:   * Accompany victims of child and adult sexual abuse to the hospital or police department during regular work hours and on-call as needed. * Provide intake, assessment, crisis intervention and safety planning. * Provide case management services to include making referrals to community resources, accessing victim’s compensation, assisting with address confidentiality. * Provide telephone and hotline crisis intervention as needed. * Ensure coordinated client care with key community partners. * Participate in community multi-disciplinary team meetings where client cases are being staffed and advocates on behalf of clients. * Facilitate support groups. * As appropriate, assist client with navigating the criminal justice system as it relates to their victimization by providing information, advocacy, court preparation, and education, working closely with the Victim Assistance program and Victim Witness Assistant at the DA’s Office. * Educates client on protective order process and coordinates with the Victim Assistance and Legal Representation Program, as appropriate. * Provide occasional courtroom support and crisis intervention for victims of sexual violence, if directed by supervisor. * Act with client in mind and work to meet client expectations to the extent possible. * Maintain office hours as scheduled, ensuring adequate office coverage to meet client needs. |
| Administration | * Maintain accurate, up to date client, program and agency records, including case tracking. * Record and report program statistics accurately and in a timely fashion. * Work to ensure the goals and outcomes for the program are met. * Research, write and manage grant reporting and grantor relationships, as assigned by supervisor. * Adhere to Agency procedures concerning Documentation, Critical Incident Reports and Client Satisfaction Surveys and participate in the Quality Assurance Process. |
| Stewardship | * Increase community awareness of victimization, prevention, and available resources through public speaking and media requests as assigned by supervisor. * Support agency mission by staffing outreach activities as requested by supervisor. * Support agency mission by participating personally in agency and community meetings and committees as requested by supervisor. * Promote and maintain professional relationships with agency staff, interns, volunteers, and community partners. * Facilitates volunteer training as needed. |
| Professional Development | * An internship is a professional learning experience that offers meaningful, practical work related to a student’s field of study or career interest. Students are encouraged to process how the advocacy internship relates to their current program with their direct field placement supervisor. * Contribute to quality services by staying informed of developments and trends in the area of trauma and victimization, especially as it relates to sexual violence, child maltreatment, and intimate partner violence. * Maintain and develop skills and knowledge by attending training especially as it relates to victimization and trauma. |
| Other | Contribute to agency effectiveness by performing other agency duties as assigned. |

| **CORE COMPETENCIES** |
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| Employee must demonstrate the following competencies at all times.  **Agency Competencies**  1.Cultural Competence – cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, challenges bias and intolerance; understands oppressions that many clients face in the community; ability to apply self-awareness and self-regulation to manage the influence of personal biases and values  2. Communication/Collaboration – uses effective oral and written communication to clearly convey and receive information and ideas in an engaging manner; demonstrates good listening skills, and invites response and feedback in order to build constructive working relationships with clients, volunteers, other work units and community organizations to meet mutual goals and objectives  3. Continual Learning/Professional Development – participates in continuing education, training and professional conferences focused on best practices to acquire and/or maintain the technical/professional expertise required to do the job effectively, resulting in the most positive client solutions  4. Quality Work Standards – motivated to achieve; sets high standards and well-defined, realistic goals for one’s self; displays a high level of effort and commitment towards completing assignments in a timely manner with care and thoroughness, checking work for completeness and accuracy  5. Resiliency – maintains effective performance in stressful environments or when confronted with difficult situations; evaluates conditions to ensure one’s own safety and the safety of others; identify and rely upon self-care strategies at home and/or work in order to handle stress in a manner that is acceptable to others and the organization  **Position Competencies**  1. Action Oriented/Planning and Organizing  2. Adaptability  3. Building Trust  4. Client Focus  5. Technical/Professional Knowledge and Skills  6. Time Management |

| **POSITION REQUIREMENTS** |
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| * Light work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, twist, carry, push, pull or otherwise move objects, including the human body. * The worker is required to have the ability for close vision, distance vision, color vision, depth perception, and ability to adjust focus to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection), to determine accuracy and thoroughness of work assignment. * Position requires ability to reach, stand, crouch, walk, finger, grasp, sit, lift, pull, push, twist, talk, hear, talk, and perform repeated motions. * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. * Work hours are typically between Monday-Friday between 8:00am to 8:00pm. Hours may be adjusted to meet program and agency needs. * Intern must have access to transportation that allows them to meet all job requirements in a timely fashion |

| **MINIMUM REQUIREMENTS** | |
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| Education | Must be currently enrolled in a college program. MSW, BSW, and human services preferred. |
| Experience | None required |
| Certifications | None required |
| Knowledge and Skills | Customer Service, Crisis Intervention |

| **PREFERENCES** |
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| Being an STRC advocate intern will provide exposure to intense situations related to sexual assault and domestic violence. To prevent re-victimization/re-traumatization of survivors and maintain appropriate boundaries, survivors of domestic violence, child abuse and sexual assault are encouraged to process with their school and field placement supervisor if this is the appropriate placement for them. |

Intern Acknowledgement

I have read this job description and fully understand the requirements an am able to perform all duties, including but not limited to the essential functions set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Safe Alliance.

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Intern Signature                                               Date

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Printed Name