

# Internship Positions & Duties

## RESIDENTIAL PROGRAM INTERNSHIP

- Answering our 24 hour crisis hotline
- Filling out in-take forms for an individual new at the emergency shelter
- Administrative duties, such as: setting up domestic violence or sexual assault counseling sessions and filling out paperwork
- Providing respite care to children
- Cleaning the men and women's shelter
- Stocking up on snacks and materials for shelter
- Room checks
- Spending time with clients in the shelter
- Mandatory weekend medical on-call shifts
- Other duties as assigned

## PAIP PROGRAM INTERNSHIP

- Assist with Court Status Reports and Probation Reports
- Attend court proceedings and communicate with Probation Officers, Defense Attorneys and Judge regarding client inquiries
- Conduct assessments with clients
- Answer phones and return voicemails
- Assemble and update client files
- Filing paperwork

## LEGAL PROGRAM INTERNSHIP

- Attend court on Fridays from 8:30am-1:00pm and provide client support
- Provide child care during weekdays from 12pm-4:30pm
- Provide client support in family cases from Monday-Thursday from 9am-12pm
- Observe bond call that occur Monday-Thursdays from 1pm-4:30pm
- Observe Criminal Court on Thursdays and Fridays from 1pm-4:30pm
- Ability to maintain a calm and compassionate support when seeing effects of domestic violence or sexual assault
- Demonstrate professionalism through reliability, punctuality personal integrity and a respectful attitude when dealing with the clients
- Other duties as needed



# Safe Passage

No one deserves to be abused.

## COUNSELING INTERNSHIP DUTIES INCLUDE

- Conduct individual, group or family counseling sessions
- Prepare for counseling sessions
- Attend supervision and client focused meetings
- Develop ideas and provide feedback for client-centered events
- Mandatory weekend medical on call shifts
- Other duties as assigned

## REQUIREMENTS

- At Safe Passage, we require all staff, volunteers and interns to have an understanding of domestic violence and sexual assault. When dealing with our clients, we require: timeliness, appropriate behavior when interacting with our clients, and are able to handle challenging situations with calmness, adaptability and professionalism
- Interns must complete our Crisis Intervention Training

[WWW.SAFEPASSAGEDV.ORG/INTERNSHIPS](http://WWW.SAFEPASSAGEDV.ORG/INTERNSHIPS)

CONTACT PAM AT [PROSALES@SAFEPASSAGEDV.ORG](mailto:PROSALES@SAFEPASSAGEDV.ORG) | 815.756.7930 X 144