



<b>Position</b>	Community Advocacy Intern
<b>General Description</b>	The Community Advocacy Intern works closely with CADA Community Advocates to serve victims of domestic and sexual violence through legal advocacy, emotional support, and support groups
<b>Location</b>	Internship opportunities throughout service area
<b>Reports to</b>	Community Advocates
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Shadow and assist community advocates in providing direct client services, including, but not limited to: <ul style="list-style-type: none"> <li>○ Emotional support and safety planning</li> <li>○ Writing and filing legal protective orders</li> <li>○ Attending and tracking court proceedings</li> <li>○ Crisis response via phone and in-person at hospitals, law enforcement centers, and schools</li> <li>○ Providing information and referrals to community resources and agency partners</li> <li>○ Providing follow-up services to clients</li> <li>○ Initial contact with clients via phone and in-person meetings</li> </ul> </li> <li>• Provide childcare, as needed, to allow parent to access advocacy services</li> <li>• Assist with the planning and facilitation of support groups</li> <li>• Participate in crisis call-out rotation to provide crisis response services after hours and weekends (interns will sign up for shifts that work with their schedules)</li> <li>• Maintain confidentiality of all CADA clients and staff, as well as all agency- and client-related information and business</li> <li>• Promote and uphold CADA's values of respect, empowerment, safety, diversity and collaboration among clients, staff, and other CADA representatives</li> <li>• Maintain accurate time records and adhere to all agency policies and procedures</li> <li>• Communicate with volunteer coordinator and site supervisor in a timely and professional manner</li> <li>• Complete other duties as requested</li> </ul>
<b>Learning Objectives</b>	<p>Upon successful completion of internship, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Direct victims and survivors to appropriate community and organizational resources</li> <li>• Practice crisis intervention, safety planning, general advocacy skills</li> <li>• Plan and co-facilitate support groups</li> </ul> <p>Upon successful completion of internship, the student should have a broader knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• The intricacies of domestic and sexual as well as available community and organizational resources for victims</li> </ul>



	<ul style="list-style-type: none"> <li>• Civil and criminal legal processes</li> <li>• Victim-centered and trauma informed advocacy</li> <li>• The daily and ongoing operations of a nonprofit organization</li> </ul>
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>• A foundational understanding of the dynamics and impacts of domestic and sexual violence</li> <li>• Demonstrate superior professional boundaries</li> <li>• An interest in working with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis</li> <li>• Possess excellent interpersonal and communication skills, and be punctual, responsible, and organized</li> <li>• Have the ability and motivation to lead projects with little direction, and work well independently</li> <li>• Multilingual skills are a plus</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Minimum of 400 hour commitment</li> <li>• Seeking students pursuing degrees in: <ul style="list-style-type: none"> <li>○ Social work</li> <li>○ Psychology</li> <li>○ Gender &amp; Women’s Studies</li> <li>○ Sociology</li> <li>○ Corrections</li> <li>○ Students from other departments or programs are welcome to apply</li> </ul> </li> <li>• Both undergraduate and graduate students are encouraged to apply</li> <li>• Students must live within CADA’s service area</li> </ul>
<b>Training and supervision</b>	<p>All direct service interns are required to complete state mandated 40-hour sexual assault advocacy certification training.</p> <p>Students will also complete an internship orientation, as well as on-the-job training specific to their site placement. Students will have regular meetings with site supervisors in order to discuss current projects, provide updates, gain support, and conduct trouble-shooting for any difficulties that may arise. Students are expected to attend various meetings and trainings.</p>
<b>Time Commitment &amp; Schedule</b>	<p>Individual schedules are created based on the student’s availability and CADA’s needs and schedule during regular business hours.</p> <p>Community advocacy interns are expected to attend and assist at one support group on Monday, Tuesday or Wednesday evening.</p> <p>Students are expected to pick up a minimum of two call-out shifts a month, and are encouraged to take more.</p>

**To apply:** Submit internship application, resume, and cover letter to CADA’s Administrative Assistant and Volunteer Coordinator: [beritb@cadamn.org](mailto:beritb@cadamn.org)