



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

	<ul style="list-style-type: none"> • Civil and criminal legal processes • Victim-centered and trauma informed advocacy • The daily and ongoing operations of a nonprofit organization
Skills and qualifications	<ul style="list-style-type: none"> • A foundational understanding of the dynamics and impacts of domestic and sexual violence • Demonstrate superior professional boundaries • An interest in working with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis • Possess excellent interpersonal and communication skills, and be punctual, responsible, and organized • Have the ability and motivation to lead projects with little direction, and work well independently • Multilingual skills are a plus
Selection Criteria	<ul style="list-style-type: none"> • Minimum of 400 hour commitment • Seeking students pursuing degrees in: <ul style="list-style-type: none"> ○ Social work ○ Psychology ○ Gender & Women’s Studies ○ Sociology ○ Corrections ○ Students from other departments or programs are welcome to apply • Both undergraduate and graduate students are encouraged to apply • Students must live within CADA’s service area
Training and supervision	<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>
Time Commitment & Schedule	<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/or assist with one support group which may consist of some evening hours depending on the student’s preference.</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 & Volunteer/Intern Coordinator: hollym@cadamn.org