

Position	Offender Education Program Internship
General Description	The Offender Education Program Intern will work closely with the Southern Minnesota Offender Education Program (SMOEP) Manager to assist with case management duties for men who use violence against intimate partners. The Offender Education Program Intern will also assist the SMOEP Manager in providing evaluation and outreach throughout the community regarding the program.
Location	Mankato
Reports to	SMOEP Manager
Key Responsibilities	<ul style="list-style-type: none"> • Assist with case management duties for SMOEP clients, including client follow-up and case organization • Observe and co-facilitate client orientation to the program • Complete evaluation duties for group facilitation and follow-up with past program participants • Work closely with victim advocates regarding safety for victims and program evaluation • Assist with community outreach regarding SMOEP availability • Complete one research project, with direction from the SMOEP coordinator, to be shared with staff • Help staff with any necessary setup or cleanup for meetings, groups, and events • 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"> • Effectively manage a small caseload of clients. • Integrate theory with practice. • Facilitate the intake process with small groups of clients. • Research and apply evidence-based practices in program development, evaluation, and working with clients. <p>Upon successful completion of internship, the student should have a broader knowledge and understanding of:</p> <ul style="list-style-type: none"> • Intimate partner violence

	<ul style="list-style-type: none"> • Best practices for working with men who use violence against intimate partners • Program development and evaluation • Group facilitation • The daily and ongoing operations of a nonprofit organization
Skills and qualifications	<ul style="list-style-type: none"> • Demonstrate superior professional boundaries • Be comfortable 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 200 hour commitment, 400 hour commitment preferred • 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
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 provide feedback and support throughout the internship.</p>
Time Commitment & Schedule	<p>Students must be available either Tuesday or Thursday evenings with the additional option of Monday afternoons. All other hours are flexible based on the student’s schedule and within regular business hours.</p>

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