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# Internship Position Description

## Community Advocacy (Revised 03/15/2011)

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Exceptions must be pre-approved by the Internship Program Coordinator.

### Orientation

- 48 Hour DV Training
- Program Orientations & Visits

### On-Going

#### ***Direct Client Service Caseload***

- Hotline Shift (1 shift of 3 hrs/week)
- Assist victims & witnesses through Order of Protection court procedures
- Provide crisis support & Case Management referrals
- Provide outreach to victims of police responses through follow-up calls & written materials
- Advocate with other agencies & the legal system on behalf of victims (i.e. State's Attorney, Legal Aid, DCFS, Sheriff's Office, etc.)
- Participate with medical community in Medical Advocacy task forces & efforts
- Conduct education programs related to Community Advocacy services
- Service Logs (daily)

#### ***Special Projects***

- Presenting Orientations & Training Sessions to incoming interns
- Health Fair booths, DV 101 Presentations
- Other efforts

#### ***Supervision & Training***

- Community Advocacy Team Meeting (1.25 hrs/week; Wednesday 12-1:30pm)
- Intern Class Supervision (1 hr/week; Mondays 3-4pm)
- Individual Clinical Supervision (1 hr/week)
- Additional Direct Service Trainings as offered\*\*
- Periodic Check-ins with Intern Program Coordinator

#### ***FSS Organizational Efforts / Meetings***

- FSS Email & voicemail
- Placement-specific or Task Force meetings & efforts\*\*

\*\* These are not required, but highly recommended to enrich your learning experience.