
Internships at Family Shelter Service (Revised 03/15/2011)

FSS has internship positions available throughout the agency. We accept applications all year long, provided there are still openings available. **IMPORTANT NOTE:** All Internships with Family Shelter are unpaid.

IMPORTANT NOTE: Our needs & offerings change frequently, so please refer back to this page for the latest information & forms for download.

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About Family Shelter Service

Family Shelter Service is a non-profit agency that serves victims of domestic violence and their children. Our agency provides a 24-Hour Hotline, individual & support group counseling, case management, employment services, legal & medical advocacy, victim outreach, & operates several residential facilities & Resale Shops. All of our services are available in English & Spanish. We also seek to educate the community about domestic violence through classes, community task forces, & participation in school & public health fairs. For more information see our website at www.familyshelterservice.org

Our Population

Our population varies greatly, but is predominantly women & children both in our residences & in the broader community whose lives have been touched by abuse. Many of our clients' situations are complicated by issues of safety, legal proceedings, homelessness, race & cultural diversity, physical & mental disabilities, & addictions.

Training Opportunities

Interns providing direct service begin their training with our 48-Hour Domestic Violence Training class. In addition, the orientation process includes information sessions & visits to all of our different programs. Then interns are offered a multitude of learning experiences. Possible internship placements include answering the hotline, crisis

intervention, case management sessions, community advocacy, young children's groups, and counseling. Counseling opportunities include individual & family counseling, co-facilitating psycho-educational & support groups, & employment guidance. Community advocacy includes assisting with Orders of Protection, outreach to victims of incidents reported to the police, public awareness fairs & speaking events, and community task forces.

Interns that do not provide direct service usually follow a similar training path, however completion of our 48-Hour Domestic Violence Training class is NOT required to begin functioning in their position. Possible internship placements include assisting our Development Department or assisting our Direct Services Leadership.

NOTE: At Family Shelter Service, due to the nature of domestic violence work, there are very few (if any) opportunities to participate in these types of activities:

- traditional family & couples counseling,
- Certified career counseling,
- administration & interpretation of formal psychological tests,
- formal DSM diagnosis of clients (symptom classification may happen informally to assist in developing service plans & interventions)

Ideal Student

- Enrollment in an academic program with good standing.
- Completion of our 48-Hour Domestic Violence Training class.
- Social Skills – flexible, emotionally & socially mature, able to function in a team.
- Participation in all supervision sessions & meetings as required.
- Working less than 24 hours per week outside of the internship.
- Is comfortable with basic computer skills, using the internet, & MS Office products.
- Has transportation to all of our facilities which are in DuPage county.
- Spanish-Speaking skills are highly preferred.

Training Philosophy & Supervision for Direct Service Positions

We at Family Shelter Service believe in a team approach to all that we do. First of all, we have a team of clinical supervisors & service mentors that oversee the professional development of all of our direct service interns. Secondly, our program trains 6-14 interns from a variety of schools to expose students & employees to different approaches & fresh perspectives. Supervision includes individual sessions, licensed-staff facilitated peer supervision groups, consultation for group facilitators, case presentations, topic discussions, & in-service sessions. As an agency we have embraced the Sanctuary Model (see www.sanctuaryweb.com) & the Transtheoretical Model of Change (see http://en.wikipedia.org/wiki/Transtheoretical_model). However, our team approach is flexible enough to accommodate different theoretical perspectives include aspects of cognitive-behavioral, family systems, strategic, psychodynamic, solution focused, Adlerian, and Rogerian. Family Shelter also seeks to promote an

organizational culture of collaboration across disciplines, mutual respect, healthy conflict resolution, & self-care.

How to Apply

For information on How to Apply for an Internship with Family Shelter Service, download the most current [Internship Application Instructions.doc](#)

For an application, download the most current [Intern Application.doc](#)

Please read the Application Instructions BEFORE completing an application.

Position Descriptions

For a more detailed description of what activities an internship would include, download the most current Position Description:

- [Case Management Specialist](#)
- [Children's Services Assistant](#)
- [Community Advocacy](#)
- [Counselor](#)
- [Residential Assistant](#)
- [Development Assistant](#)
- [Counseling Services Assistant](#)
- [Information Technology](#) - ** Information Technology Position Description not yet formalized but includes web development, database management, networking, support tech activities. Must arrange off-site supervision.

Where is FSS Located?

Family Shelter Service
Administrative & Community Counseling Office
605 E. Roosevelt Rd.
Wheaton, IL 60187

Community Counseling Office & Residence
7300 Main St.
Downers Grove, IL 60516

Plus 2 more confidential Safe House Residences in DuPage County

What Past Interns Have Experienced

Here's what a few past interns have said about our Internship Program.

"I would do it all over again. I loved being an intern at Family Shelter." – Peggy (Intern Class 2005-2006)

“My internship at FSS provided me with great training & clinical experience with clients of all ages, in a variety of settings (court, groups, individually & in shelter), & at different stages of the domestic violence cycle. I gained a deeper understanding of the nature & magnitude of domestic violence & was supported by experienced & caring staff in a well supervised environment, enabling me to help empower clients to be safe & begin to heal.” – Judy (Intern Class 2007-2008)

“At Family Shelter my enthusiasm was encouraged and the workers treated me as a peer, and after leaving I walked away with experience, professional connections, and as a Illinois Certified Domestic Violence Professional.” – Ruth (Intern Class 2007-2008)

“Not only have I learned more in this internship than I could've in any classroom, but I have also found my true calling to social service.” – Susan (Intern Class Summer 2008)

Frequently Asked Questions

For more specific information, download the most current [Internship FAQs.doc](#)