

# How to Apply for an Internship with Family Shelter Service

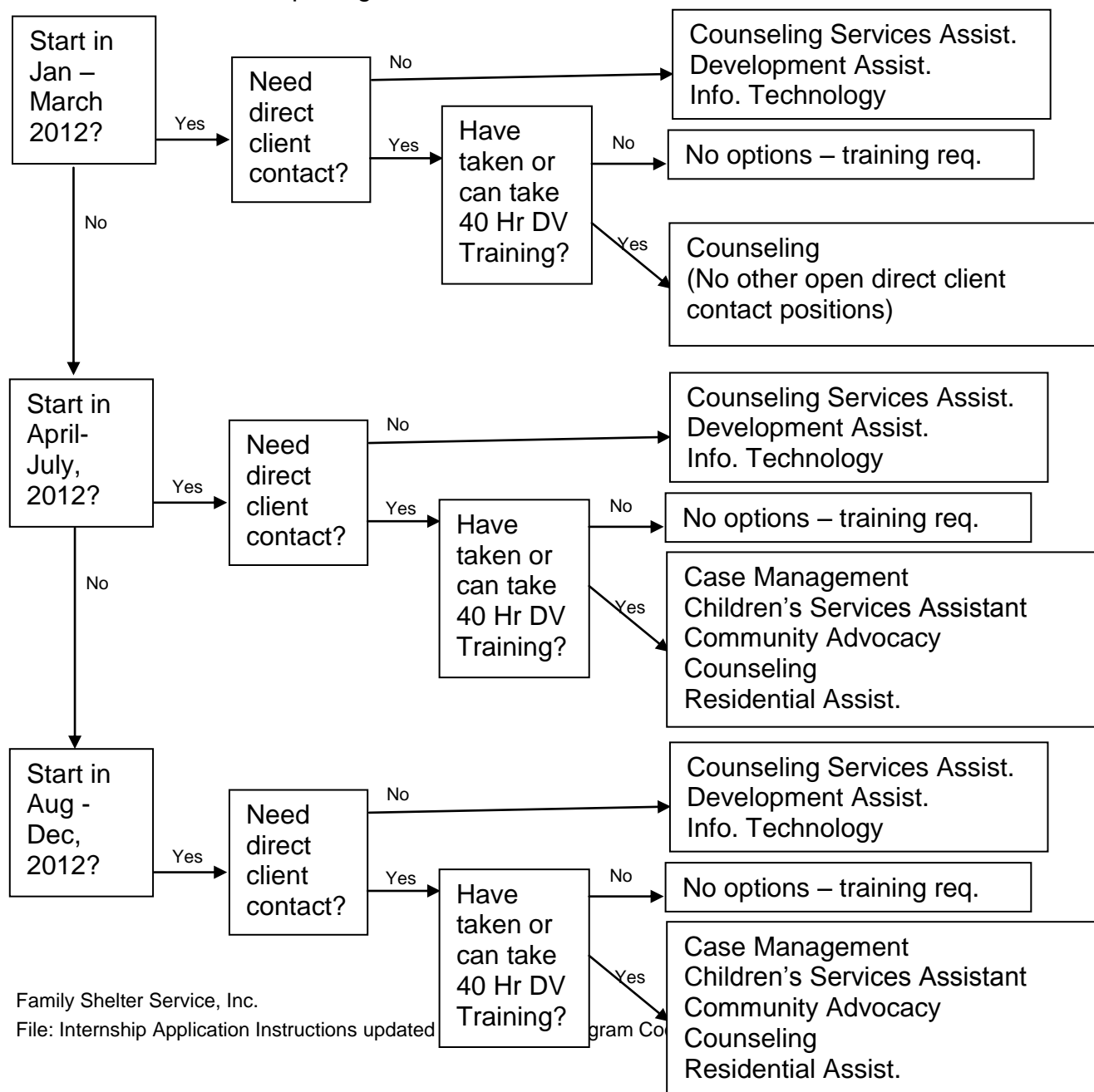
(Revised 12/15/2011)

Please read the Application Instructions BEFORE completing an application. Applications that are missing any information or have incorrect information will take longer to process.

For questions, contact the Intern Program Coordinator either via email at [alysset@familyshelterservice.net](mailto:alysset@familyshelterservice.net) (preferred method) or ph. 630-221-8293 x7141.

## 1. Determine if there are openings that fit your internship requirements.

These are the current openings available as of 12/15/2011:



- Degree Level indicates these are positions for students in the process of earning this degree level, not needing to have already obtained this degree level.
- If you are having difficulty deciding which positions fit your internship requirements, please contact your school's Field Experience/Internship Coordinator.

**Position: Case Management Specialist**

For those pursuing Degree Levels / Types	Bachelors or Masters in SW, Psychology or Human Services related degrees
Next Available Openings	During or after April 2012
Activities Include Direct Client Contact?	Yes
48-Hour DV Training Required?	Yes, before client contact
Work Schedule	Monday afternoons (2-4pm), Monday evenings (6pm-9pm) OR Thursday mornings (8:30am-12noon), & usually 1-2 additional evenings a week (Tue-Thur to start), though some possibility of daytime & weekend hours (after a few months)
Private Transportation Required?	Yes
Min. # Hours Commitment Required	min. 300 hours over min. 4 months (4 months from client-contact date to end date)

**Position: Children's Services Assistant**

For those pursuing Degree Levels / Types	Bachelors in SW, Psychology, or Human Services related degrees (this is NOT appropriate for those currently in a Masters program)
Next Available Openings	During or after April 2012
Activities Include Direct Client Contact?	Yes
48-Hour DV Training Required?	Yes, before client contact
Work Schedule	Monday afternoons (2-4pm), Monday evenings (6pm-9pm) OR Wednesday evenings (6pm-9pm), & usually 1-2 additional evenings a week (Tue-Thur to start), though some possibility of daytime & weekend hours (after a few months)
Private Transportation Required?	Yes
Min. # Hours Commitment Required	min. 300 hours over min. 4 months (4 months from client-contact date to end date)

**Position: Community Advocacy**

For those pursuing Degree Levels / Types	Bachelors or Masters in SW, Forensic, Criminal Justice, or Human Services related degrees
Next Available Openings	During or after April 2012
Activities Include Direct Client Contact?	Yes
48-Hour DV Training Required?	Yes, before client contact
Work Schedule	Any 2-3 days, Mon-Fri, 8am-4pm including Monday 3-4pm & Wednesday 12noon-1:30pm. Hotline shift can be scheduled outside of these days/times.
Private Transportation Required?	Yes
Min. # Hours Commitment Required	min. 600 hours required over min. 6 months (6 months from client-contact date to end date); for internships longer than 6 months must be able to do min. 20 hrs/wk pace.

**Position: Counseling**

For those pursuing Degree Levels / Types	Must be enrolled in or a graduate of a Masters in Counseling, SW, Psychology or Human Services related degrees
Next Available Openings	During or after Jan 2012
Activities Include Direct Client Contact?	Yes
48-Hour DV Training Required?	Yes, before client contact
Work Schedule	Monday afternoons (2-4pm) & at least 2-3 evenings a week (Mon-Thur to start), though some possibility of daytime & weekend hours (after a few months)
Private Transportation Required?	Yes
Min. # Hours Commitment Required	min. 500 hours over min. 8 months (8 months from client-contact date to end date)

**Position: Residential Assistant**

For those pursuing Degree Levels / Types	Bachelors in Counseling, SW, Psychology or Human Services related degrees
Next Available Openings	During or after April 2012
Activities Include Direct Client Contact?	Yes
48-Hour DV Training Required?	Yes, before client contact
Work Schedule	Monday afternoons (2-4pm) & min. 3 blocks of 3-4 hrs each; Mon-Fri to start, possibility of weekend hours after a few months
Private Transportation Required?	Yes

Min. # Hours Commitment Required	min. 300 hours over min. 4 months (4 months from client-contact date to end date)
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**Position: Counseling Services Assistant**

For those pursuing Degree Levels / Types	Bachelors or Masters in SW, Psychology, or Human Services Admin related degrees
Next Available Openings	During or after Jan 2012
Activities Include Direct Client Contact?	No
48-Hour DV Training Required?	Not to start, must be completed sometime during internship
Work Schedule	Monday afternoons (2-4pm) & Prefer at least 8 hours during Mon-Thur, 9am-5pm; rest is flexible
Private Transportation Required?	No
Min. # Hours Commitment Required	min. 200 hours over min. 2 months

**Position: Development Assistant**

For those pursuing Degree Levels / Types	High School, Bachelors, or Masters in any field upon school's approval
Next Available Openings	During or after Jan, 2012
Activities Include Direct Client Contact?	No
48-Hour DV Training Required?	No
Work Schedule	Prefer at least 4 hours during Mon-Fri, 9am-5pm; rest is flexible
Private Transportation Required?	No
Min. # Hours Commitment Required	min. 200 hours over min. 2 months

**Position: Information Technology\*\***

For those pursuing Degree Levels / Types	Bachelors or Masters in technology related degree
Next Available Openings	Anytime
Activities Include Direct Client Contact?	No
48-Hour DV Training Required?	No
Work Schedule	Prefer at least 4 hours during Mon-Fri, 9am-5pm; rest is flexible
Private Transportation Required?	Yes
Min. # Hours Commitment Required	min. 200 hours required

**2. Decide which 48-Hour Domestic Violence Training fits your schedule (if applicable).**

All volunteers/interns seeking direct service contact with domestic violence victims are required by Illinois law to take a 40-Hour Domestic Violence Training at an Illinois Certified Domestic Violence Professional approved site or at COD (College of DuPage).

(For a list of approved sites, see [www.ilcdvp.org/approved\\_trainingsupervision\\_sites.htm](http://www.ilcdvp.org/approved_trainingsupervision_sites.htm).)

Family Shelter Service offers a 48-Hour Domestic Violence Training which is open to everyone in the community.

The next offerings are:

Winter 2012 Offering: January 7 to February 25 for 8 consecutive Saturdays from 9am to 4pm. (Client contact can begin 2/26.)

Spring 2012 Offering: March 10 to May 5 for 8 consecutive Saturdays from 9am to 4pm (except Easter Weekend 4/7) (Client contact can begin 5/6.)

Fall 2012 Offering not yet scheduled: usually mid-July to mid-Sept for 8 consecutive Saturdays from 9am to 4pm (except Labor Day weekend 9/3). (Client contact can begin mid-Sept.)

Winter 2013 Offering not yet scheduled: usually 2<sup>nd</sup> or 3<sup>rd</sup> Sat. in January to late-February for 8 consecutive Saturdays from 9am to 4pm. (Client contact can begin late-February.)

For more information on when the next offerings are & how to register, see [www.familyshelterservice.org/training.html](http://www.familyshelterservice.org/training.html) or contact our training Coordinator, Peggy Radke, at [pradke@familyshelterservice.net](mailto:pradke@familyshelterservice.net) or (630) 221-8293 x7123.

There is a fee for materials which is \$50 for students. It's up to you whether or not you want to take the training before offered an internship. See the Internship FAQs document - "Can I take the 48 Hour DV Training before being offered an Internship?"

An intern can begin client contact when he/she has:

1. Completed the 40 Hr DV Training;  
and
2. Begun the Program Orientations & Visits  
and
3. a copy of his/her Professional Liability Insurance on file with Family Shelter (only for Counseling Internships);  
and
4. verified his/her school's Internship guidelines (Some schools require classes to have begun & some do not.)

See Internships FAQ document – "What if I know I will need to miss a class of the 48 Hr DV Training?" for information about absences.

If you have already completed the 40-Hour Domestic Violence Training at an Illinois Certified Domestic Violence Professional approved site or at COD (College of DuPage),

then on the application when asked “If seeking an Internship with direct contact with clients, which offering of the 48-Hour Domestic Violence Training would you be wanting to attend?” put “Already completed at \_\_\_\_\_ place \_\_\_\_\_ between mm/yy and mm/yy”. Submit a copy of your 40-Hour Domestic Violence Training Certificate with your application (in step 4). You would be asked to take the additional 8 hour “Introduction to Hotline” class (which is usually the 7<sup>th</sup> Saturday – ie 2<sup>nd</sup> to last day - of the 48 Hr DV Training.)

### **3. Decide which session of Program Orientations & Visits fits your schedule.**

All Interns participate in a session of Program Orientations & Visits where Interns learn about all the different departments & then visit the department & observe the department service in progress. The Program Orientations & Visits are designed to begin about 1 to 2 months before client contact begins, though client contact can begin earlier (see pg 5 for “An intern can begin client contact when he/she has...”).

The next sessions are:

**Winter 2012 Offering: 1/16 to 3/5 for 8 consecutive Mondays from 1pm to 4pm.**

**Spring 2012 Offering: 4/23 to 6/11 for 8 consecutive Mondays from 1pm to 4pm.**

**Fall 2011 Offering: 8/13 to 10/1 for 8 consecutive Mondays from 1pm to 4pm.**

The Program Orientations & Visits are required, are free of charge & are counted as Internship hours.

On the application when asked “Which session of the Program Orientations & Visits would you be wanting to attend?” note which above offering fits your schedule by listing the actual dates.

### **4. Submit your materials**

Complete the Intern Application. This form is a Word document. To type into it, click in the cell & type. If the application asks for information already on your Resume (or Curriculum Vitae), feel free to copy/paste into the application.

Email the completed Intern Application & your Resume (or Curriculum Vitae) to [alysset@familyshelterservice.net](mailto:alysset@familyshelterservice.net)

These may also be submitted by mail:

Family Shelter Service  
Attn: Intern Program Coordinator  
605 E. Roosevelt Rd.  
Wheaton, IL 60187

Or by fax:  
Fax # 630-221-8098  
Attn: Intern Program Coordinator

## Application Process & Time-Frames

Applications are accepted all year long, though we encourage you to apply as soon as possible because we often fill all of our vacancies quickly, sometimes as much as 8 months in advance.

The application process typically takes 3 to 6 weeks. Applications that are missing any information or have incorrect information will take longer.

For students from schools that are following the ACEPT Notification Day time schedule, FSS will follow the ACEPT time schedule.

1. Once an application packet is submitted, the Intern Program Coordinator confirms to the applicant that it was received.
2. The Intern Program Coordinator then reviews the application packet & will respond with any questions.
3. Once all questions have been answered, the Intern Program Coordinator will decide if an interview will be granted.
4. If an interview will be granted the Intern Program Coordinator will usually email to schedule an interview.
5. Once an initial interview is conducted, sometimes a 2<sup>nd</sup> interview will be scheduled for the intern to meet more team members.
6. After the interview(s), the applicant is notified via email if an offer will be made, usually within 1-2 weeks.
7. If an offer is made, an applicant is usually given a minimum of 1 week to accept the offer.
8. If an offer is accepted, then about 1 month before the Orientations are to begin, an Acceptance Packet is mailed which includes information on the next steps toward coming on as an intern.
9. If at any point an application is declined, the Intern Program Coordinator will notify the applicant as soon as possible. Likewise, if at any point an applicant wishes to withdraw their application from consideration, we ask that you notify the Intern Program Coordinator as soon as possible.

## Checking the status of your application

To check the status of your application, you may email [alyset@familyshelterservice.net](mailto:alyset@familyshelterservice.net) (preferred method) or call the Intern Program Coordinator directly at 630-221-8293 x7141.