
Internship Position Description

Community Advocacy (Revised 04/16/2010)

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

- Intern Class Supervision (1 hr/week; Mondays 3-4pm or another slot TDB)
- Individual Clinical Supervision (1 hr/week)
- Additional Direct Service Trainings as offered**
- Periodic Check-ins with Intern Program Coordinator

FSS Organizational Efforts / Meetings

- Community Advocacy Team Meeting (1.25 hrs/week; Wednesday 12-1:30pm)
- FSS Email & voicemail
- Placement-specific or Task Force meetings & efforts**

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