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# Internship Position Description

## Direct Services Assistant (Revised 08/17/2009)

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

### Orientation

- 48 Hour DV Training (not required to start)
- Program Orientations & Visits

### On-Going

#### ***Direct Services Administration***

Provide support to the Director of Programs & the Direct Service Program Leadership in the following areas:

- Conducting community/client needs assessments
- Research best practices in the field of domestic violence service provision
- Collaborate on the design, execution, documentation & evaluation of new services or changes to existing services

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

- Participation in the Policies & Procedures Task Force efforts of revising documented policies in light of organizational changes & new funder requirements
- Assist staff in updating or improving program materials/files (ex. Hotline Referral Book, Residential Welcome Packets, etc.)
- Community Outreach Events, DV 101 Presentations
- Presenting Orientations & Training Sessions to incoming interns
- Other efforts

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

- Intern Class Supervision\*\* (1 hr/week; Mondays 3-4pm or another slot TDB)
- Individual Supervision (1 hr/10 hrs logged)
- Additional Direct Service Trainings as offered\*\*
- Periodic Check-ins with Intern Program Coordinator

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

- Client Concerns Meeting\*\* (2 hr/bi-monthly; Wednesdays 10am-12pm)
- FSS Email & voicemail
- Placement-specific or Task Force meetings & efforts\*\*

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