

Intern Application

Name: _____ Name of School: _____

Major (please indicate Bachelor or Masters Program): _____

Expected Graduation Date: _____ How many hours/week will you commit to RVA? _____

Required Duration of Internship: _____ Available Start Date? _____

Days of the week available: _____ Are you 40-hour Sexual Assault trained? _____

Which program is your primary interest for your internship? **(if more than one please select all that apply):**
***please see each program intern description for full explanation of responsibilities.**

- Counseling – *Individual and group counseling sessions*
- Advocacy – *Crisis Intervention and volunteer program development*
- Education & Training – *Presentations and outreach*
- Development – *Event planning, grant writing and donor research*

Which program is your secondary interest? **(if none, leave blank- if more than one please check all that apply):**
***please see each program intern description for full explanation of responsibilities.**

- Counseling – *Individual and group counseling sessions*
- Advocacy – *Crisis Intervention and volunteer program development*
- Education & Training – *Presentations and outreach*
- Development – *Event planning, grant writing and donor research*

What are your supervision requirements?

-Total hour(s) per week? _____

-Licensure? _____

How many direct contact hours does your school require for your internship (if any)? _____

What sparked your interest in an internship with RVA?

Do you have any previous experience as an intern or volunteer? Please explain.

What are your future goals and interests related to rape crisis work?

RAPE VICTIM ADVOCATES JOB DESCRIPTION

Position Title: Counseling Intern
Reports To: Director of Counseling

GENERAL ROLE DESCRIPTION

The counseling intern must be a second year student enrolled in a M.A. counseling psychology, clinical psychology, or social work program. The counseling intern will have the opportunity to provide individual, group, couple's, family, and significant other counseling to individuals who are survivors of sexual violence. In addition to providing counseling services, the counseling intern will be responsible for completing a 56-hour Crisis Intervention Training and will also provide emergency room crisis counseling when needed.

RESPONSIBILITIES

1. Complete a 56-hour Crisis Intervention Training.
2. Provide individual, couple's, and family counseling with a caseload of 10 clients.
3. Co-facilitate an Incest, Teen, or Women's support group.
4. Participate in quarterly round-table discussions that focus on special populations and sexual abuse.
5. Collaborate with community organizations such as schools and other community sites.
6. Participate in inter-departmental collaboration within the agency.
7. Report all direct client contact for statistical reporting and program evaluation purposes.
8. Maintain client and administrative paperwork.
9. Participate in mailings and other outreach efforts and opportunities.
10. Provide a case presentation for the counseling team.
11. Prepare and present a special topic presentation on the topic of choice related to sexual violence.
12. Participate in individual supervision on a weekly basis.
13. Participate in group supervision on a monthly basis.

DIRECT PRACTICE WITH CLIENT RESPONSIBILITIES

1. Understand and apply counseling values and ethics.
2. Understand and apply relevant clinical theories.
3. Set clear and appropriate boundaries.
4. Engage clients effectively and establish a contract for work.
5. Plan and structure the intervention process.
6. Understand and respect the positive value of diversity.
7. Identify and use appropriate research to inform practice.
8. Use appropriate measures to evaluate own practice.
9. Observe own behavior in clinical interactions.
10. Close/transfer cases appropriately.

To apply for the Counseling Internship, please provide a cover letter and a curriculum vitae/resume for consideration. If you have any questions, please contact LaShanda Nalls at dircounseling@rapevictimadvocates.org or 312-443-9603 ext. 30.

ADVOCACY PROGRAM INTERN DESCRIPTION

Position Title: Advocacy Program Intern
Reports To: Advocacy Volunteer Coordinator

General Role Description

The Advocacy Program Intern is responsible for assisting the advocacy team in providing medical advocacy to survivors of sexual violence and the Volunteer Coordinator on program activities. The intern will provide crisis intervention, emotional support, medical advocacy, legal advocacy and appropriate referral/linkages to sexual assault victims/survivors and their significant others through the emergency department of contract hospitals, telephone crisis calls, and walk-in requests. The intern will also help other volunteers with trouble shooting and shift responsibilities.

Responsibilities

1. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. One 12-hour shift per week will be required once training is completed.
2. Provide referrals and linkages to necessary follow-up services for sexual assault survivors, including temporary housing, food, clothing, locksmith services, substance abuse treatment, counseling, and court accompaniment.
3. Provide crisis intervention, as well as information and referrals via the office telephone.
4. Provide support and information to family members/significant others.
5. Attend meetings that encompass the Advocacy program, as available (e.g. Detective Oversight, State's Attorney, WUASA/Regional Advocates Meeting).
6. Maintain accurate and complete records of all services delivered, including inputting data into the client database.
7. Assist the medical advocacy volunteer program with volunteer recruitment, scheduling and material preparation.
8. Complete projects designed specifically for the internship, which could include any of the following:
 - a. update the RVA active volunteer and volunteer recruitment database
 - b. research potential new topics and update present topics for trainings and in-services survey of volunteer advocates
9. Attend health fairs and college events that welcome RVA volunteer opportunities for recruitment.
10. Assist Volunteer Coordinator with planning of potential events (e.g. Remembrance Day, Annual Appreciation Event, SAAM events, and In-services).
11. Opportunity to attend a minimum of 40-hour intensive training and certification on sexual assault, which is included as part of the internship.

Requirements

The Advocacy Volunteer Program Intern requires strong interpersonal skills, an ability to advocate for the needs/rights of others, and good verbal and written communication skills. Completion of a minimum of 40-hour sexual assault training is required.

To apply for the Advocacy Internship, please provide a cover letter and a curriculum vitae/resume for consideration. If you have any questions, please contact the Advocacy Volunteer Coordinator, at 312-443-9603 ext. 26 or volunteer@rapevictimadvocates.org.

EDUCATION & TRAINING INTERN DESCRIPTION

Position Title: Education & Training Program Intern

Reports To: Director of Education and Training

General Role Description

The Education and Training (E&T) Intern is responsible for assisting the E&T Department with delivering presentations and workshops on basic sexual violence to various community members. The intern will be proactive in outreach efforts within the community to effectively communicate RVA services and the benefits of prevention education. The intern will also assist with daily tasks related to program development and a special project that will be determined on an individual basis.

Responsibilities

1. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. One 12-hour shift per week will be required once training is completed.
2. Assist E&T department with curriculum development on various topics regarding sexual violence prevention education.
3. Provide basic sexual violence public/prevention education to various community members, once several presentations have been observed.
4. Attend events that require staffing information tables/booths.
5. Assisting with volunteer trainings (including role plays).
6. Provide outreach/institutional advocacy within the community.
7. Provide crisis intervention, as well as information and referrals via the telephone.
8. Maintain accurate and complete records of all services delivered, including inputting data into the client database and ensuring proper evaluation of all presentations.
9. Attend all meetings within the E&T department.
10. Assist the E&T department with volunteer support and record keeping.
11. Complete projects designed specifically for the internship.
12. Assist with daily tasks related to program development as need
13. Opportunity to attend a minimum of 40-hour intensive training and certification on sexual assault, which is included as part of the internship.

Requirements

The Education & Training Intern must possess excellent communication skills, an interest in violence prevention and the ability to work with diverse audiences. Candidates with medical advocacy experience and presentation/training experience preferred but not required. Completion of a minimum of 40-hour sexual assault training is required. The intern must commit to at least 8 hours per week to the internship, in addition to the 12-hour on-call shift for crisis intervention. Multi/bilingual encouraged.

To apply for the E&T Internship, please provide a cover letter and a curriculum vitae/resume for consideration. If you have any questions, please contact Carrie Wachter at educator@rapevictimadvocates.org or 312-443-9603 ext. 39.

DEVELOPMENT & COMMUNICATIONS INTERN DESCRIPTION

Position Title: Development & Communications Intern

Reports To: Director of Development

General Role Description

The Development Department uses a variety of strategies to raise revenue from private sources that will support the mission and services of Rape Victim Advocates (RVA). The Development and Communications Intern will be responsible for both assisting and developing a variety of projects that include but are not limited to: research, data entry, updating our donor database, identifying corporate and foundation funders, working on grants and working with staff to keep track of current funding sources and increasing our pool of potential donors. RVA is seeking a motivated individual who is willing to commit to at least 5 hours a week, able to work independently and within a team setting.

Responsibilities

1. Support the Director of Development in special events, donor management, and other fundraising initiatives
2. Research prospective corporate and foundation funders, make recommendations on pursuing funding, and draft proposals
3. Help maintain and update donor database
4. Coordinate mailings for appeal letters and event invitations
5. Assist in writing articles for monthly e-newsletter
6. Develop and/or coordinate outreach activities during Sexual Assault Awareness Month (SAAM) and throughout the year.
7. Opportunity to attend RVA's 56-hour training and certification on sexual assault crisis intervention, which is included as part of the internship but not required.

Requirements

1. Interest and/or experience with fundraising, special events and donor research
2. Excellent organizational and communication skills
3. Familiarity with Microsoft Office and database software
4. Commitment of at least 5 hours per week

To apply for the Development & Communications Internship, please provide a cover letter and a curriculum vitae/resume for consideration. If you have any questions, please contact Cheryl Brown at development@rapevictimadvocates.org or 312-443-9603 ext. 21.