

**RAPE VICTIM ADVOCATES  
JOB DESCRIPTION**

Position Title: Legal Advocate Intern  
Reports To: Director of Advocacy Services

**GENERAL ROLE DESCRIPTION**

The Legal Advocate Intern is responsible for assisting the advocacy team in providing legal advocacy to survivors of sexual violence. This includes opportunities to engage in institutional advocacy activities within the Criminal Justice System. Additionally, the Legal Advocate Intern will provide crisis intervention, emotional support, medical 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.

**RESPONSIBILITIES**

1. Assist the legal advocacy team in providing services for sexual assault survivors including: follow-up phone calls to police stations, assistant state's attorneys, filing for Crime Victims Compensation, assistance with Victim Economic Safety Security Act, Safe Homes Act and back-up court accompaniment as needed.
2. Schedule 1-2 day(s) per week of being on call during court hours (8:30-4:30pm, Monday/Wednesday OR Tuesday/Thursday) to assist survivors with petitioning for Emergency Orders of Protection, Civil No Contact Orders, Stalking No Contact Orders.
3. Maintain a minimum of 10 office hours a week
4. Attend meetings, in addition to staff, that encompass the Criminal Justice System (i.e. The Chicago Metropolitan Battered Women's Network Advocacy Legal Issues Meetings).
5. Attend CAPS meetings within RVA districts to provide members with information on RVA's services as needed and help to facilitate RVA roll call training.
6. Network with police neighborhood relations departments to alert them to RVA's services and encourage referrals.
7. Provide crisis intervention, as well as information and referrals via the office telephone.
8. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department.
9. Schedule a minimum of one 12-hour shift of on-call medical advocacy per month (depending on requirements of internship) and respond during office hours, as needed.
10. Maintain accurate and complete records of all services, including the client database.
11. Complete projects designed specifically for the internship

The Legal Advocate 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-hours of sexual assault training is required plus additional training in legal advocacy and the criminal and civil justice system. Computer skills required. Undergraduate course work in criminal justice, social work or pre-law preferred. Bilingual Spanish applicants are preferred (not required).

**Please note internships with RVA's Advocacy Program are for a minimum of one fiscal year (July 1st- June 31st).  
Please submit resume and cover letter to [advocacy@rapevictimadvocates.org](mailto:advocacy@rapevictimadvocates.org).**