

RAPE VICTIM ADVOCATES JOB DESCRIPTION

Position Title: Advocacy Volunteer Management Intern
Reports To: Advocacy Volunteer Manager

GENERAL ROLE DESCRIPTION

The Advocacy Volunteer Management Intern is responsible for assisting the advocacy team in providing medical advocacy to survivors of sexual violence and the Volunteer Coordinator on program projects. 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 assist the Advocacy Volunteer Coordinator and agency in the coordination and management of volunteer retention and service documentation.

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 and respond during office hours, as needed.
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. Maintain accurate and complete records of all services delivered, including inputting data into the client database.
6. Maintain a minimum of 10 office hours a week.
7. Assist Advocacy Volunteer Coordinator with tracking volunteer hours for indirect service and outreach activities
8. Attend meetings and supervision with Advocacy Volunteer Coordinator as requested
9. Assist the medical advocacy volunteer program with volunteer recruitment, scheduling and material preparation.
10. Attend health fairs and college events that welcome RVA volunteer opportunities for recruitment.
11. Complete tasks designed specifically for the internship position, which will include the following:
 - a. Assist Advocacy Volunteer Coordinator with volunteer retention/appreciation
 - b. Assist Advocacy Volunteer Coordinator with volunteer management (completion of volunteer files during training, issuing certificates of contracts completed and exit interview, issuing quarterly reports)
 - c. Assisting RVA with tracking volunteer hours spent on tabling and outreach events and responding to requests for information on volunteer opportunities from outreach events
12. Complete other tasks as assigned

The Advocacy Volunteer Program Intern requires strong interpersonal and organizational 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. Computer skills required.

***Please send resume and cover letter to Maria Balata, Advocacy Volunteer Coordinator at
volunteer@rapevictimadvocates.org***