



Intern Job Description

Name of Organization: SAFE Homes-Rape Crisis Coalition

Position Title: Undergraduate Intern

Number of interns needed per semester: Can use 2-3 per semester

Major Objective(s): For the student to gain a variety of experiences in working in a large non-profit organization and to learn skills to work with the population of victims of domestic violence and sexual assault and their families.

Duties and Responsibilities: Duties may include, but are not limited to: assisting victim advocates, assisting with the creation of newsletters or other printed materials, some clerical work, assisting walk-in clients in the office, observing office or team meetings (as permitted), attending case staffings, attending community or health fairs, assisting in filling out Order of Protection petitions, attending family and criminal court hearings, assisting with follow-up calls to clients, networking with courthouse staff, assisting with shelter intakes and exits, assisting clients with gathering information about resources, observing group therapy sessions, assisting with children's group therapy sessions, manning house manager desk. We allow interns to experience a variety of experiences and will tailor the responsibilities based upon their interest and abilities.

Qualifications and Requirements: Must be a mature individual, non-judgmental with supportive listening skills, and an understanding of needs of persons who are victims of domestic violence and sexual assault. Students must be under supervision of a teacher/professor during their internship. We also do a SLED check on interns, which the agency covers the expense.

Orientation and Training: Training will be provided in Spartanburg by the SAFE Homes-Rape Crisis Coalition staff. The training is on-site at each of the work areas of the agency. We encourage all interns to complete our bi-annual full volunteer training program which covers all dynamics of domestic violence and sexual assault, listening skills, resources, and much more. Completion of the full training program allows individuals to take crisis calls in the office or on our 24-hour hotline.

Schedule (Times) and Place of Work: SAFE Homes-Rape Crisis Coalition has a variety of locations and times. The Main Office location and the Courthouse locations are open 8:30am-5pm, Monday through Friday. The emergency shelter location is open 24 hours a day, so there is a great deal of flexibility in scheduling hours.

Commitment Required: The student must be willing to complete their hours according to schedule and in a timely way. Interns are expected to behave in a professional manner and be committed to the learning process.

Benefits: Students may benefit by the broad range of experiences with an internship at SAFE Homes-Rape Crisis Coalition. Students may gain opportunities to network with professionals in the non-profit sector, as well as the criminal justice system.

Challenges: Students may initially find it difficult to hear stories about domestic violence and sexual assault, especially with young victims. The Intern Supervisor works closely with the intern to address issues of vicarious traumatization and ways to handle stress while working with this population.

Satisfactions: Students feel a great deal of satisfaction with working with victims of personal violence. It can be very satisfying to help men, women and children deal with overcoming the negative effects of domestic violence and sexual assault.

Want to see this semester's internship opportunities?
Please contact Dr. Ricke-Kiely.
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