



Shelter Advocate Intern

Women and Children's Horizons is seeking a Shelter Advocate. As the only provider of services to survivors of sexual assault and domestic violence in Kenosha County, our agency seeks assistance with our emergency shelter for victims. WCH operates a 24/7 shelter for victims and families. The shelter advocate intern will assist staff in support services to residents. This would include: teaching nutrition, speaking with victims, overseeing chores and other shelter maintenance responsibilities, serving as a support for on-call advocate, etc.

Duties and Responsibilities:

- Assist the shelter advocates with daily tasks. Must be flexible, as tasks may change.
- Assist with planning and executing daily chores and maintenance responsibilities with residents.
- Train to answer crisis calls.
- Serve as an advocate a minimum 4 hours per week. (Sunday-Thursday between 4pm to 8:30pm)
- Highly motivated and energetic.
- Comfortable with direct client interaction.
- Good communication and interpersonal skills.
- Proficient computer skills; knowledge of Microsoft Word, Outlook, and internet.
- Participate in meetings, trainings and workshops as necessary.
- Volunteer a minimum of 2hrs a week at Nifty Thrifty.
- Provide monthly shelter program update for agency newsletter.

Shelter advocate intern positions require a minimum of 4 hours per week, completion of 40 Volunteer Training, advocacy training, on going training, and weekly check-ins with supervisor.

Excellent communication and organizational skills; cultural competence and ability to interact with various publics; excellent interpersonal skills; must demonstrate professionalism with sound judgment and a high degree of responsibility, particularly as it relates to confidentiality.

Our volunteers are required to meet the following criteria before being accepted:

- Completed Volunteer Application
- Satisfactory Reference Checks
- Clear Law Enforcement and Social Service Record Checks
- Agree to WCH Code of Conduct and Confidentiality
- Has not used WCH services in the past three years
- Complete training course (if interacting with clients)
- Be at least 18 years of age

To apply for an internship, please complete the application at <http://wchkenosha.org/volunteer>. A signature must be obtained to process application. Please return completed application via email at volunteercoordinator@wchkenosha.org or fax (262) 656-3402. All applicants MUST submit a current resume, cover letter, 3 professional references, contact for school's internship coordinator, and a copy of learning plan highlighting school's requirements. Applicants considered for role as intern will be required to complete a background check. For more information, please contact Rose Rosser at volunteercoordinator@wchkenosha.org or 262-656-3500.