



## **On-Call SA/DV Advocate Intern**

Women and Children's Horizons is seeking an On-Call SA/DV Advocate Intern. As the only provider of services to survivors of sexual assault and domestic violence in Kenosha County, our agency seeks assistance with our Sexual Assault program for victims. The On-Call SA/DV Advocate Intern will assist staff in support services to clients. This would include: shadowing SA advocate, responding to crisis calls at hospitals and law enforcement centers and providing advocacy services to survivors of sexual assault.

### **Duties and Responsibilities:**

- Assist SA team as needed i.e. maintains intake folders, outreach, data entry, make copies, etc.
- Provide personal advocacy, safety planning, and follow up services to victims as needed.
- Providing on call coverage as needed during non-business, holiday and weekend hours.
- Must be available a minimum of 4 hours per week.
- Comfortable with direct client interaction.
- Highly motivated, energetic, good communication and interpersonal skills.
- Proficient computer skills; knowledge of Microsoft Word, Outlook, and internet.
- Participate in meetings, trainings and workshops as necessary.
- Work with SA Coordinator in finding new counseling exercises for clients.
- Assist with volunteer training, outreach, updating resources, and data entry.
- Provide monthly SA program update for agency newsletter.

On-call intern positions require a commitment of 2 weekend shifts per week (Friday, Saturday, or Sunday)/ overnight on-call shifts (5pm to 5am or 5am to 5pm), one 4 hour shift per week, completion of 40 Volunteer Training, advocacy training, shadowing of 3 crisis calls, on going training, and monthly check-in 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. Reliable automobile with insurance and valid driver's license required.

Our interns 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](mailto: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. For more information, please contact Rose Rosser at [volunteercoordinator@wchkenosha.org](mailto:volunteercoordinator@wchkenosha.org) or 262-656-3500.**