



Hispanic Advocate Intern

Women and Children's Horizons is seeking a Hispanic 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 Domestic Violence, Sexual Assault, and Human Trafficking programs. The Hispanic advocate intern will assist staff in providing support services to our Spanish speaking clients.

Duties and Responsibilities:

- Helping with filling out intake, court and immigration documents.
- Maintain and update intake folders.
- Shadow Hispanic advocates during court cases.
- Draft letters in order to follow up with clients with invalid phone numbers or to update them on their immigration cases.
- Must be able to speak, read, and write in Spanish.
- Must be available a minimum 4 hours per week.
- 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 Hispanic program update for agency newsletter.

Hispanic advocate intern positions require a minimum of 4 hours per week, completion of intern orientation and 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 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 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 or 262-656-3500.