



Connections for Abused Women and their Children Direct Service Intern

Job Description

Under the supervision of the Outreach Services Coordinator or HPOP Coordinator & Family Trauma Therapist, Interns will assist victims of domestic violence and their children seeking counseling support and advocacy. Interns will complete intake interviews with first time clients, and complete follow up appointments and referrals for new and existing clients. Interns must be willing to work with a diverse population and learn relevant programs of the agency and referral partners.

Responsibilities

1. Provide individual counseling support, advocacy, education, and safety-planning to HPOP clients
2. Provide referrals and linkage to resources such as shelter, employment, legal services, and other case management services to HPOP participants
3. Provide adequate follow-up, when needed, to cases through advocacy, phone contact, and in-office counseling.
4. Provide group counseling support for HPOP's adult, child, or educational groups
5. Provide outreach and education in the community as needed
6. Keep accurate written records on participants. Completes necessary paperwork for all appropriate funding sources
7. Participate in processes to develop long and short-term program goals and implements objectives as determined in consultation with supervisor
8. Complete 40-hour Domestic Violence Training
9. In addition, work on a project determined by the individual supervisors depending on time commitment/length/requirements of internship and interests.
10. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be proficient in Microsoft Office Suite, and other computer skills are a plus. Bilingual skills, while not required, aid in job success.

Education & Experience:

Must be currently enrolled in a college or graduate program in Social Work, Psychology or other related field.