



RESILIENCE
EMPOWERING
SURVIVORS
ENDING SEXUAL
VIOLENCE

Resilience Internship Packet

Thank you for your interest in interning with Resilience. We are glad that you've contacted us. There are several ways in which you can join the movement to end sexual violence. The four primary internship opportunities are with our **Advocacy, Counseling*, Education and Training, and Development** departments. **You must be enrolled in a Master's level program to be eligible for an internship with the Counseling department.*

All of our interns are **required** to complete a minimum of 40-hours of sexual assault crisis intervention training in accordance with the Illinois Coalition Against Sexual Assault mandates. You must complete this training prior-to or within a month of beginning your internship. RESILIENCE offers this training at least four times a year. The schedule is available via the links below. There is no cost for the training if you are accepted into the internship program. **Training is approximately 5 weeks long, in the evenings.** There may be other training options available on a case-by-case basis.

Complete the training application through this link: <http://tinyurl.com/8q6rff4>. You can indicate your specific internship interest under the **VOLUNTEER OPPORTUNITIES** portion of the application. Our website www.rapevictimadvocate.org also has training information and the schedule available.

Most of RESILIENCE's internships require a minimum of one year or two academic semesters. Please be sure to read carefully to determine the time commitment of your intended internship. RESILIENCE accepts non-academic interns by exception.

Please complete the internship packet and mail, fax, or e-mail (preferred method) it to the corresponding department **with a copy of your current resume and a cover letter**. You are eligible to apply to more than one internship and will be contacted by the department you have expressed interest in.

RESILIENCE encourages applicants who are multi-cultural, multi-lingual, identify as persons of color and/or LGBTQ.

Quick Steps:

1. Send cover letter, resume, and application (below) to the appropriate Program/Department Director.
2. Complete the online training application following the appropriate link above, mark your internship interest.
3. Contact or wait for Program/Department Director to connect with you regarding an interview.

Resilience
180 N. Michigan Avenue, Suite 600
Chicago, IL 60601
312.443.9603 phone 312.443.9602 fax

Intern Application

Name: _____ Name of School: _____

Major (please indicate Bachelor or Masters Program): _____

Expected Graduation Date: _____ How many hours/week will you commit to RESILIENCE? _____

Required Duration of Internship: _____ Available Start Date? _____

Days of the week available: _____ Are you 40-hour Sexual Assault trained? _____

Which program is your primary interest for your internship? **(if more than one please select all that apply):**
***please see each program intern description for full explanation of responsibilities.**

- Counseling – *Individual and group counseling sessions*
- Advocacy – *Crisis intervention, volunteer program development and legal advocacy*
- Education & Training – *Presenting to youth and community outreach*
- Development – *Event planning, grant writing, and donor research*

Which program is your secondary interest? **(if none, leave blank- if more than one please check all that apply):**
***please see each program intern description for full explanation of responsibilities.**

- Counseling – *Individual and group counseling sessions*
- Advocacy – *Crisis Intervention and volunteer program development*
- Education & Training – *Presenting to youth and community outreach*
- Development – *Event planning, grant writing and donor research*

What are your supervision requirements?

-Total hour(s) per week? _____

-Licensure? _____

How many direct contact hours does your school require for your internship (if any)? _____

What sparked your interest in an internship with RESILIENCE?

Do you have any previous experience as an intern or volunteer? Please explain.

What are your future goals and interests related to rape crisis work?

RESILIENCE JOB DESCRIPTION

Position Title: Education & Training Program Intern (3 positions available)

Reports To: Director of Education and Training

General Role Description

The Education and Training (E&T) Intern is responsible for assisting the E&T Program with delivering presentations and workshops on sexual violence prevention and healthy relationships. After significant training, the intern will be asked present to children as young as pre-k, through elementary school and high school, as well as college-aged students. It is expected the intern will grow into an independent presenter on behalf of the agency, with ample supervision and support. *The E&T program has a strong focus on working with youth in low-income and under-served communities.* The intern will be proactive in outreach efforts within the community to effectively communicate RESILIENCE services and the benefits of prevention education. The intern will also assist with daily tasks related to program development and special projects that will be determined on an individual basis.

Responsibilities

1. Provide basic sexual and relationship violence prevention education to children and youth, once several presentations have been observed.
2. Attend a minimum of 40-hour intensive training and certification on sexual assault, which is included for free as part of the internship. **This training is required.**
3. Assist E&T department with curriculum development on various topics related to violence prevention.
4. Attend resource fairs and community events as a representative of RESILIENCE.
5. Assist RESILIENCE with our volunteer trainings.
6. Provide outreach/institutional advocacy within the community.
7. Attend all required meetings within the E&T Program, including participation in the event-based Sexual Assault Awareness Month Committee.
8. Assist the E&T program with volunteer support and record keeping.
9. Provide crisis intervention, as well as information and referrals, in-person or on the telephone.
10. Maintain accurate and complete records of all services delivered, including data entry.
11. Assist with daily tasks related to program development, as needed.
12. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. One 12-hour shift per month will be encouraged, once training is completed.

Requirements

The Education & Training Intern must possess excellent communication skills, an interest in violence prevention and the ability to work with diverse audiences. Candidates with anti-violence and presentation experience are preferred. Completion of a minimum of 40-hour sexual assault training is required. The 40-hour domestic violence training is encouraged, but not required. The intern must commit to at least 8-10 hours per week to the internship, in addition to the potential 12-hour on-call shift for crisis intervention. Multi/bilingual encouraged. We work in communities throughout Chicago, access to a vehicle is encouraged, but not required.

Please note this internship is a minimum of 2 academic semesters or approximately 9+ months.

To apply: email cover letter, resume and application to icarwright@ourresilience.org

RESILIENCE JOB DESCRIPTION

Position Title: **Legal Advocacy Intern (2 positions available)**

Reports To: Legal Advocacy Intern Supervisor

GENERAL ROLE DESCRIPTION

The Legal Advocate Intern is responsible for assisting the advocacy team in providing legal advocacy to survivors of sexual violence. This includes opportunities to engage in institutional advocacy activities within the Civil and Criminal Justice System. Additionally, the Legal Advocate Intern will provide crisis intervention, emotional support, medical advocacy, and appropriate referral/linkages to sexual assault victims/survivors and their significant others through the emergency department of contract hospitals, telephone crisis calls, and walk-in requests.

RESPONSIBILITIES

1. Assist the legal advocacy team in providing services for sexual assault survivors including: follow-up phone calls to police stations, assistant state's attorneys, filing for Crime Victims Compensation, assistance with Victim Economic Safety Security Act, Safe Homes Act and back-up court accompaniment as needed.
2. Schedule 1-2 day(s) per week of being on call during court hours (8:30-4:30pm, Monday/Wednesday OR Tuesday/Thursday) to assist survivors with petitioning for Emergency Orders of Protection, Civil No Contact Orders, Stalking No Contact Orders.
3. Maintain a minimum of 10 office hours a week.
4. Attend meetings, in addition to staff, that encompass the Civil and Criminal Justice System as requested.
5. Attend CAPS meetings within RESILIENCE districts to provide members with information on RESILIENCE's services as needed.
6. Network with police neighborhood relations departments to alert them to RESILIENCE's services and encourage referrals.
7. Provide crisis intervention, as well as information and referrals via the office telephone.
8. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. Schedule a minimum of one 12-hour shift of on-call medical advocacy per month (depending on requirements of internship) and respond during office hours, as needed.
9. Maintain accurate and complete records of all services, including the client database.
10. Complete projects designed specifically for the internship

The Legal Advocate Intern requires strong interpersonal skills, an ability to advocate for the needs/rights of others, and good verbal and written communication skills. Completion of a minimum of 40-hours of sexual assault training is required plus additional training in legal advocacy and the criminal and civil justice system. Computer skills required. Multi/bilingual encouraged. Undergraduate course work in criminal justice, social work or pre-law preferred.

Please note internships with RESILIENCE's Advocacy Program are for a minimum of one year (July 1st- June 31st).

To apply: email cover letter, resume and application to dsanchez@ourresilience.org.

**RESILIENCE
JOB DESCRIPTION**

Position Title: **Advocacy Volunteer Management Intern (1-2 positions available)**
Reports To: Advocacy Volunteer Coordinator

GENERAL ROLE DESCRIPTION

The Advocacy Intake Coordination Intern is responsible for assisting the advocacy team in providing medical advocacy to survivors of sexual violence and the Volunteer Coordinator on program projects. The intern will provide crisis intervention, emotional support, medical advocacy, legal advocacy and appropriate referral/linkages to sexual assault victims/survivors and their significant others through the emergency department of contract hospitals, telephone crisis calls, and walk-in requests. The intern will also assist the Advocacy Volunteer Coordinator and agency in the coordination and management of volunteer retention and service documentation.

RESPONSIBILITIES

1. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. One 12-hour shift per week will be required once training is completed and respond during office hours, as needed.
2. Provide referrals and linkages to necessary follow-up services for sexual assault survivors, including temporary housing, food, clothing, locksmith services, substance abuse treatment, counseling, and court accompaniment.
3. Provide crisis intervention, as well as information and referrals via the office telephone.
4. Provide support and information to family members/significant others.
5. Maintain accurate and complete records of all services delivered, including inputting data into the client database.
6. Maintain a minimum of 8-10 office hours a week.
7. Assist Advocacy Volunteer Coordinator with tracking volunteer service hours and outreach activities
8. Attend meetings and supervision with Advocacy Volunteer Coordinator as requested
9. Assist the medical advocacy volunteer program with volunteer recruitment, scheduling and material preparation.
10. Attend health fairs and college events that welcome RESILIENCE volunteer opportunities for recruitment.
11. Complete tasks designed specifically for the internship position, which will include the following:
 - a. Assist Advocacy Volunteer Coordinator with volunteer retention/appreciation
 - b. Assist Advocacy Volunteer Coordinator with volunteer management (completion of volunteer files during training, issuing certificates of contracts completed and exit interview, issuing quarterly reports)
 - c. Assisting RESILIENCE with tracking volunteer hours spent on tabling and outreach events and responding to requests for information on volunteer opportunities from outreach events
12. Complete other tasks as assigned

The Advocacy Volunteer Program Intern requires strong interpersonal and organizational skills, an ability to advocate for the needs/rights of others, and good verbal and written communication skills. Completion of a minimum of 40-hour sexual assault training is required. Computer skills required.

Please note internships with RESILIENCE's Advocacy Program are for a minimum of one year (July 1st- June 31st).

To apply: email cover letter, resume and application to bblackwood@ourresilience.org.

RESILIENCE JOB DESCRIPTION

Position Title: **Trauma Therapy Intern (3 positions available)**

Reports To: Clinical Intern Supervisor

GENERAL ROLE DESCRIPTION

The counseling intern must be a second year student enrolled in a M.A. or M.S. counseling psychology, clinical psychology, or social work program. The counseling intern will have the opportunity to provide individual, group, couple's, family, and significant other counseling to individuals who are survivors of sexual violence. In addition to providing counseling services, the counseling intern will be responsible for completing a minimum 40 hour Sexual Assault Training.

RESPONSIBILITIES

1. Complete 40 hour Sexual Assault Training.
2. Provide individual, couple's, and family counseling with a caseload of 10 clients.
3. Co-facilitate a support group.
4. Collaborate with other interns in the therapy program and run a 1 time workshop of your choice to an audience of your choice.
5. Participate in inter-departmental collaboration within the agency.
6. Report all direct client contact for statistical reporting and program evaluation purposes.
7. Maintain client and administrative paperwork.
8. Participate in mailings and other outreach efforts and opportunities.
9. Participate in individual supervision on a weekly basis.
10. Participate in group supervision on a monthly basis

DIRECT PRACTICE WITH CLIENT RESPONSIBILITIES

1. Understand and apply counseling values and ethics.
2. Understand and apply relevant clinical theories.
3. Set clear and appropriate boundaries.
4. Engage clients effectively and establish a contract for work.
5. Plan and structure the intervention process.
6. Understand and respect the positive value of diversity.
7. Identify and use appropriate research to inform practice.
8. Use appropriate measures to evaluate own practice.
9. Observe own behavior in clinical interactions
10. Closes/transfers cases appropriately.

To apply for the counseling internship, please provide a cover letter, curriculum vitae/resume, and application above for consideration. If you have any questions, please contact the Clinical Intern Supervisor Renee Miranda-Beristain at rberistain@ourresilience.org or 312-443-9603 ext. 141.

**RESILIENCE
JOB DESCRIPTION**

Position Title: Development & Communications Intern

Reports To: Director of Development

General Role Description

The Development Department uses a variety of strategies to raise revenue from private sources that will support the mission and services of Resilience (RESILIENCE). The Development and Communications Intern will be responsible for both assisting and developing a variety of projects that include but are not limited to: research, data entry, updating our donor database, identifying corporate and foundation funders, working on grants and working with staff to keep track of current funding sources and increasing our pool of potential donors. RESILIENCE is seeking a motivated individual who is willing to commit to at least 5 hours a week, able to work independently and within a team setting.

Responsibilities

1. Support the Director of Development in special events, donor management, and other fundraising initiatives
2. Research prospective corporate and foundation funders, make recommendations on pursuing funding, and draft proposals
3. Help maintain and update donor database
4. Coordinate mailings for appeal letters and event invitations
5. Assist in writing articles for monthly e-newsletter
6. Develop and/or coordinate outreach activities during Sexual Assault Awareness Month (SAAM) and throughout the year.
7. Opportunity to attend RESILIENCE's 40+ hour training and certification on sexual assault crisis intervention, which is included as part of the internship but not required.

Requirements

1. Interest and/or experience with fundraising, special events and donor research
2. Excellent organizational and communication skills
3. Familiarity with Microsoft Office and database software
4. Commitment of at least 5 hours per week

To apply for the Development & Communications Internship, please provide a cover letter and a curriculum vitae/resume for consideration. If you have any questions, please contact development@rapevictimadvocates.org