

RESILIENCE JOB DESCRIPTION

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

GENERAL ROLE DESCRIPTION

The Legal Advocacy 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

- Commit to 12-month internship beginning July 1, 2021 and ending June 30, 2022.
- 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.
- Maintain a minimum of 14 office hours (two office days) a week, during which you are on-call to the Domestic Violence courthouse from 9am-5pm to assist survivors with petitioning for Emergency Orders of Protection, Civil No Contact Orders, Stalking No Contact Orders.
- Attend meetings, in addition to staff, that encompass the Civil and Criminal Justice System as requested.
- Attend Community partner meetings to provide members with information on Resilience's services as needed.
- Provide crisis intervention, as well as information and referrals to survivors and community members as needed.
- Schedule a minimum of two in-person 12-hour shifts of on-call medical advocacy per month, where you provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department of our [partner hospitals](#). Shifts are 7am-7pm or 7pm-7am on any day. You will choose your own hospital on-call schedule.
- Maintain an active caseload as well as accurate and complete records of all services, including the client database and required monthly reports.
- Complete projects designed specifically for the internship.

The Legal Advocacy 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 within 1 month of hire plus additional training in legal advocacy and the criminal and civil justice system. Computer skills required. Fluency in Spanish speaking/writing abilities strongly preferred.

Please note that this internship with Resilience's Advocacy Program is for 12 months (July 1, 2021- June 30, 2022). Currently all internships with the Advocacy Program are remote. However, we intend to resume in-person services at our downtown office in late Summer/Fall 2021, pending it is safe to do so. Interns will be expected to provide in office services at said time.

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

RESILIENCE JOB DESCRIPTION

Position Title: **Advocacy Volunteer Management Intern (1 position 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

- Schedule a minimum of one in-person 12-hour shifts of on-call medical advocacy per week, where you provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department of our [partner hospitals](#). Shifts are 7am-7pm or 7pm-7am on any day. You will choose your own hospital on-call schedule.
- Provide referrals and linkages to necessary follow-up services for sexual assault survivors and their family members, including temporary housing, food, clothing, locksmith services, substance abuse treatment, counseling, and court accompaniment.
- Maintain accurate and complete records of all services delivered, including inputting data into the client database.
- Maintain a minimum of 14 office hours (two days) a week.
- Assist Advocacy Volunteer Coordinator with tracking volunteer service hours and outreach activities.
- Attend meetings and supervision with Advocacy Volunteer Coordinator as required.
- Assist the medical advocacy volunteer program with volunteer recruitment, scheduling and material preparation.
- Attend health fairs and college events that welcome RESILIENCE volunteer opportunities for recruitment.
- Complete tasks designed specifically for the internship position, which will include the following:
 - Assist Advocacy Volunteer Coordinator with volunteer retention/appreciation
 - Assist Advocacy Volunteer Coordinator with volunteer management (completion of volunteer files during training, issuing certificates of contracts completed and exit interview, issuing quarterly reports)
 - Assisting RESILIENCE with tracking volunteer hours spent on tabling and outreach events and responding to requests for information on volunteer opportunities from outreach events
 - Complete other tasks and projects 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-hours of sexual assault training is required within 1 month of hire. Computer skills required.

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