

INTERN JOB/DUTIES DESCRIPTION

TITLE:	Haven House Advocate Intern
TERM:	Summer 2012 Fall 2012 Spring 2013
SUPERVISOR:	Laura Grube, LCSW-R
DESCRIPTION /SUMMARY /GOAL:	<p>This is an opportunity to work with victims of domestic violence and other crimes. The student will work closely with clients who are receiving services through Child & Family Services Haven House and other Child & Family Services Programs. The primary work will be to assist victims in applying for compensation for expenses or losses incurred due to a crime, through NYS Office of Victims Services (formerly Crime Victims Board). The student will be able to work with clients in a variety of settings, including a domestic violence shelter, court settings, the Family Justice Center and police departments. The student will:</p> <ul style="list-style-type: none"> • Become trained in the dynamics of domestic violence, its impact on victims, and the service system designed to create victim safety • Become trained in NYS Office of Victim Services eligibility and application process • Work closely with counselors and advocates to identify applicants and coordinate services to victims • Work directly with crime victims to identify financial losses, complete and process Office of Victim Services applications. • Follow –up with victims, police agencies, courts, etc to obtain documentation necessary for the OVS application • Court observation/court accompaniment may be necessary • Co-facilitate a domestic violence victim support group • Become a part of the Haven House team • Attend weekly supervision and monthly Haven House team meetings • Answer Domestic Violence Hotline Calls
QUALIFICATIONS:	Best suited for senior BSW Student, Psychology, Criminology or Women’s Studies Students.
REQUIREMENT:	The student will be expected to be available 10-14 hours / week. Hours can be flexible, according to the needs of the clients and the program, but the student will need to be available for some evening hours. Tuesday and Thursdays are preferable. The student will need to have access to a vehicle or public transportation, be able to travel between work locations, and have a valid driver’s license.
OTHER NOTES:	