



Resource Center Internship

Purpose of the Resource Center: To provide a safe location where all the needs of the victim are met, children are protected, violence stops, families heal and thrive, economic justice increases, hope is realized, batterers are held accountable and all professionals work together.

Position:

- Support position in the legal advocacy program
- Number of positions: 2 per semester

Hours: M-F, 8:00am – 4:00pm, desired 15-20 hrs per week

Possible Duties:

- Receive women and children into the office and get them started on the intake form
- Answer the phone and transferring to the correct office
- Answer hotline calls
- Provide information and referrals to clients
- Accompany legal advocates to court appointments to observe
- Follow-up with clients as assigned
- Record and document client-related information
- Accompany clients to off-site appointments
- Data entry, copying, filing, mailing, and typing
- Other duties as requested

Other Opportunities:

- Ride along with DPD
- Attend staff meetings
- Attend staff trainings
- Set up meetings to learn more about sister agencies
- Do a restraining order with a client independent of advocate after training and skill analysis

Desired Qualifications:

- Knowledge and understanding of the dynamics of violence against women
- Matriculating towards a degree in psychology, sociology, criminology, or related academic field
- Prior office experience
- Computer literate
- Some knowledge of data entry
- Knowledge of and/or experience working with people from diverse groups
- Acceptance of cultural, racial, religious, sexual preference, and economic differences between people

Safe Haven Shelter and Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.

If interested, please contact Hilary Hintsala at hhintsala@safehavenshelter.org