

YWCA Sonoma County
Internship Job Description
Family Advocate Intern

Position: Family Advocate Intern

Reports to: Shelter Services Manager

Location: YWCA Safe House

Purpose: To familiarize student intern with aspects of advocacy work at the YWCA Safe House. Intern will shadow staff and learn about social work and case management at a confidential women's shelter for victims of domestic violence.

Duties:

1. Answer YWCA domestic violence hotline and business phone
2. Collect and enter client data
3. Support advocates in providing services to clients such as:
 - a. Performing shelter intakes
 - b. Telephone advocacy for new clients
 - c. Transporting clients
 - d. Preparing client files and tool box
 - e. House management
4. Administrative assistance
5. Child care
6. Sort and collect donations
7. Other Safe House activity support as needed.

Commitment: 10-20 hours per week for a minimum of 6 months or 2 semesters preferred. Domestic Violence Training will take place in September, January and March. Weekly internship hours will be decided on an individual basis after the training.

- Complete 40-hour YWCA Domestic Violence Training as scheduled
- Shadowing YWCA Family Advocates at the Safe House, performing tasks in support of the 8-week residential program
- Co-manage cases with from intake to exit with a YWCA Family Advocate
- Participate in the evaluation process and program development at the end of the internship

Requirements:

1. Desire to serve clients who are victims of domestic violence
2. Interest in learning about social work and case management
3. Ability to work with client cases from intake to exit.
4. Sensitivity to working with clients in crisis
5. Complete the 40-hour domestic violence training provided by the YWCA
6. Additional language skills are helpful (not required)

Benefits: The opportunity to experience the work of a YWCA Family Advocate firsthand in a supportive, real-world work environment and become familiar with social work. The real benefit comes in knowing the work you do each day at our Safe House changes lives of women and children from a philosophy of support and self-empowerment.

For more information contact Donata Bohanec, YWCA Volunteer Coordinator at:

(707) 303-8401 or email ywcavol@sonic.net

Visit www.ywca.org/sonomacounty to fill out a volunteer application

or mail a resume and letter of interest to: YWCA Sonoma County
PO Box 3506
Santa Rosa, CA 95402