

**YWCA Sonoma County**  
**Internship Job Description**  
**Family Advocate Intern**

**Position:** Family Advocate Intern

**Reports to:** Shelter Services Manager

**Location:** YWCA Safe House

**Date:**

**Purpose:** To familiarize student intern with all aspects of advocacy work at the YWCA. 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 to/from scheduled appointments
  - d. Preparing client files and tool box
4. Administrative assistance
5. Arrange and pick up donations
6. Other Safe House activity support as needed

**Commitment:** 10-20 hours per week for a minimum of one semester (6 months preferred). Schedule will be decided at internship orientation.

**Internship Schedule:**

- Attend 40-hour Domestic Violence Training January 5-12, 2009 (or plan to attend the later training beginning in March, must be prearranged)
- Complete 8 weeks of shadowing a YWCA Family Advocate at the Safe House, YWCA's confidential women's shelter for victims of domestic violence
- Commit to managing an 8-week client case from intake to exit
- Participate in an 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 manage 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 (check with Volunteer Coordinator for upcoming dates)
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) 546 9922 x8 or email [ywcaovol@sonic.net](mailto:ywcaovol@sonic.net)

or mail a resume and letter of interest to: YWCA Sonoma County  
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