



# Safe Passage Internship Positions & Duties

## RESIDENTIAL PROGRAM INTERNSHIP

- Answer 24-hour crisis hotline and text line
- Fill out in-take forms for an individual new at the emergency shelter
- Assist with non-client related tasks, such as: organizing donations, stocking snacks, grocery shopping, administrative tasks, etc.
- Provide respite care to children
- Clean the men and women's shelter
- Room checks
- Spend time with clients in the shelter
- Mandatory weekend medical on-call shifts
- Other duties as assigned

## PAIP PROGRAM INTERNSHIP

- Assist with Court Status Reports and Probation Reports
- Attend court proceedings and communicate with Probation Officers, Defense Attorneys and Judges regarding client inquiries
- Conduct assessments with clients
- Answer phones and return voicemails
- Assemble and update client files
- File paperwork

## LEGAL PROGRAM INTERNSHIP

- Attend court on Fridays from 8:30am-1:00pm and provide client support
- Provide child care during weekdays from 12pm-4:30pm
- Provide client support in family cases from Monday-Thursday from 9am-12pm
- Observe bond call that occur Monday-Thursdays from 1pm-4:30pm
- Observe Criminal Court on Thursdays and Fridays from 1pm-4:30pm
- Ability to maintain a calm and compassionate support when seeing effects of domestic violence or sexual assault
- Demonstrate professionalism through reliability, punctuality personal integrity and a respectful attitude when dealing with the clients
- Other duties as assigned



# Safe Passage

No one deserves to be abused.

## COUNSELING INTERNSHIP

- Prepare and conduct individual, group or family counseling sessions
- Attend supervision and client focused meetings
- Develop ideas and provide feedback for client-centered events
- Mandatory weekend medical on call shifts
- Other duties as assigned

At Safe Passage, we require all staff, volunteers and interns to have an understanding of domestic violence and sexual assault. When dealing with our clients, we require: timeliness, appropriate behavior when interacting with our clients, and are able to handle challenging situations with calmness, adaptability and professionalism

Interns must complete our Domestic Violence and Sexual Assault Training

[WWW.SAFEPASSAGEDV.ORG/INTERNSHIPS](http://WWW.SAFEPASSAGEDV.ORG/INTERNSHIPS)

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