



## Internship Positions

Internship Position:	Counseling and Resource Center- Counseling Intern
Purpose:	To gain experience providing counseling services to women, men, and/or children who have experienced family violence and/or sexual assault.
Accountability:	Accountable to the Director of Programs and Systems. Supervised by the Counseling and Resource Program Director. Hours arranged between intern and Counseling and Resource Program Director.
Skills, Attitudes, Knowledge:	Passionate and committed to serving victims of violence. Designed for students fulfilling hours towards a MA in Professional Counseling or Masters of Social Work. Strong personal boundaries. Must be trustworthy, organized, personable, and dependable.
Responsibilities:	Provide individual counseling for female and/or male victims of family violence and/or sexual assault. Co-lead a support group for victims of family violence Respond to local hospital calls to support victims of domestic violence, sexual assault, or child abuse (optional) Conduct intake documentation for incoming clients and other client based clerical duties. Take crisis calls as needed. Advocate for clients as needed.
Benefits:	Be a part of an agency that offers high quality, free services to sexual assault, family violence, and child abuse survivors. Acquire new skills. Client and community contact. Opportunity to help families affected by domestic violence. Become familiar with local community resources.
Challenges:	Working with clients in crisis. Large time commitment. Learning a large amount of new information. Recognizing importance of support duties.
Training Requirements:	Advocate Training. On-going supervision.



## Internship Positions

Internship Position:	Graduate Level Roxanne's House Counseling Intern
Purpose:	To gain experience providing counseling services to boys and girls who have experienced child abuse, and secondary survivors of child abuse.
Accountability:	Accountable to Roxanne's House Program Director.
Skills, Attitudes, Knowledge:	Passionate and committed to serving victims of violence. Designed for students fulfilling hours towards a MA in Professional Counseling or Masters in Social Work. Strong personal boundaries. Must be trustworthy, organized, personable, and dependable. Ability to work in a child-friendly setting.
Responsibilities:	Provide individual counseling for female and/or male child victims of child abuse Respond to local hospital calls to support victims of domestic violence, sexual assault, or child abuse (optional) Provide counseling to protective caregivers Conduct intake documentation for incoming clients Become familiar with the Forensic Interview process Accompany clients to court as needed Participate on HEART team providing hospital response to assist survivors of sexual assault during the SANE exam and to provide resources to the survivor (optional) Participate on the HELP line providing 24 hour crisis intervention services to hotline callers (optional)
Benefits:	Be a part of an agency that offers high quality, free services to sexual assault, family violence, and child abuse survivors. Acquire new skills Client and community contact Learn the system of a non-profit organization.
Challenges:	Working with clients in crisis. Large time commitment. Learning a large amount of new information. Recognizing importance of support duties.
Training Requirements:	Advocate Training. Ongoing supervision.



## Internship Positions

Internship Position:	Graduate Level Family Violence Shelter Social Work Intern
Purpose:	To gain experience providing counseling services to women, men, and/or children who have experienced acute family violence and are currently living in the family violence shelter.
Accountability:	Accountable to the Shelter Program Director. Supervised by the Children's Program Coordinator. Hours arranged between intern and Children's Program Coordinator.
Skills, Attitudes, Knowledge:	Passionate and committed to serving victims of violence. Designed for students fulfilling hours towards a Masters in Social Work. Strong personal boundaries. Must be trustworthy, organized, personable, and dependable.
Responsibilities:	Provide individual counseling for female and/or male shelter residents Co-lead support groups for shelter residents Provide play therapy and/or age-appropriate counseling for children Conduct intake documentation for incoming shelter residents Inform clients about and accompany clients to donation center Complete day-to-day shelter tasks such as answering phones, and helping residents with needs Take crisis phone calls Participate on HEART team providing hospital response to assist survivors of sexual assault during the SANE exam and to provide resources to the survivor (optional) Participate on the HELP line providing 24 hour crisis intervention services to hotline callers (optional)
Benefits:	Be a part of an agency that offers high quality, free services to sexual assault, family violence, and child abuse survivors. Acquire new skills. Client and community contact. Opportunity to help families affected by domestic violence. Become familiar with local community resources.



## **Internship Positions**

Challenges:

Working with clients in crisis.  
Large time commitment.  
Learning a large amount of new information.

Training Requirements:

Advocate Training. Ongoing supervision.



## Internship Positions

Internship Position:	Counseling and Resource Center- Advocate Intern
Purpose:	To gain experience providing advocacy services to individuals who have experienced domestic and/or sexual violence. Network with other agencies that provide services to our clients and/or victims of abuse.
Accountability:	Accountable to the Director of Programs and Services. Supervised by Counseling and Resource Program Director. Hours arranged between intern and Counseling and Resource Program Director.
Skills, Attitudes, Knowledge:	Passionate and committed to supporting victims of abuse. Strong personal boundaries. Must be trustworthy, organized, personable, and dependable. Designed for students fulfilling hours towards a Masters of Social Work- First Field Internship or a Bachelors in Social Work Internship.
Responsibilities:	Adhere to HCWC company policies and procedures Adhere to the Code of Ethics of both the National Association of Social Workers and the Texas State Board of Social Work Examiners Adhere to the HCWC Ethical Communication policy Meet with Counseling and Resource Program Director for one hour, once a week for supervision Report to all shifts on time and contact Counseling and Resource Program Director in advance to report absences and tardies Conduct yourself in a professional, ethical and culturally competent manner Discuss all questions and concerns with Counseling and Resource Program Director
Duties:	Compile information on resources available in Hays and Caldwell Counties for the HCWC Resource Library Provide supportive activities for children whose parents are attending individual or group counseling Meet with clients to provide resources to meet their needs including: child care, housing, financial assistance, transportation, employment etc.



## Internship Positions

Complete agency forms in a timely fashion including; service logs, advocate tracking system form and outcome measures form during client's initial meeting and 6<sup>th</sup> visit

Provide supplementary front desk coverage to answer phones and allow clients entry into facility for appointments

Assist Legal Advocates and clients during court hearings as needed

Assist in outreach activities during, Dating Violence Awareness Month in February, Child Abuse Awareness Month in April, Sexual Assault Awareness Month in April, or Domestic Violence Awareness Month in October

Assist in preparation for fundraising activities such as the annual auction

Attend off- site events to raise awareness about our agency and services

Assist clients with the preparation/completion of documents including: creating resumes, applying for services etc.

Accompany clients to file charges, to file protective orders, to court, to meet with prosecutors, to an appointment to assist with translations (for Spanish speaking clients) or to meet with another agency to assist a client in accessing necessary services within Hays and Caldwell Counties

Inform clients about and accompany clients to donation center

Participate on HEART team providing hospital response to assist survivors of sexual assault during the SANE exam and to provide resources to the survivor (optional)

Participate on the HELP line providing 24 hour crisis intervention services to hotline callers (optional)

### Benefits:

Be a part of an agency that offers high quality, free services to sexual assault, family violence and child abuse survivors.

Acquire new skills.

Opportunity to help families and individuals affected by domestic violence and sexual assault.

Become familiar with local community resources.

### Challenges:

Working with clients in crisis.

### Training Requirements:

Advocate Training and on-going supervision.



## Internship Positions

Internship Position:	Roxanne's House Undergraduate Intern
Purpose:	To provide program support and to enhance current services for victims of child abuse and their supportive caregivers.
Accountability:	Accountable to the RH Program Director. Shifts are flexible during normal business hours.
Skills, Attitudes, Knowledge:	Must be mature, trustworthy, organized, personable, and dependable. Designed for a student pursuing a BSW. Have ability to operate office machinery. Phone skills.
Responsibilities:	Help with the intake process. Greet families. Help family members feel comfortable while their child/sibling is being interviewed. Assist with special projects. Answer incoming calls. Assist with miscellaneous office duties. Operate camera during Forensic Interviews. Write summaries of Forensic Interviews. Accompany clients to court as needed. Participate on HEART team providing hospital response to assist survivors of sexual assault during the SANE exam and to provide resources to the survivor (optional) Participate on the HELP line providing 24 hour crisis intervention services to hotline callers (optional)
Benefits:	Be a part of an agency that offers high quality, free services to sexual assault, family violence and child abuse survivors. Working in a child friendly setting. Learn intake skills. Become familiar with community resources. Making a difference in the lives of families that have been affected by child abuse.
Challenges:	Must be available during regular business hours. Exposure to the reality of child abuse.
Training Requirements:	Advocate Training. Ongoing supervision.



## Internship Positions

Internship Position:	Primary Prevention Education Team Intern
Purpose:	Address the root causes of sexual violence in our society in order to prevent violence from occurring using a public health model.
Accountability:	Primary Prevention Coordinator and Primary Prevention Educator
Skills, Attitudes, Knowledge:	Volunteers for this program should be self-motivating, friendly, creative, and eager to work with youth ages 10-18. Volunteers should be passionate about seeing violence end in our community and be able to work well with all types of people, including adolescents and adults. An interest in social justice issues is highly encouraged.
Responsibilities:	<ul style="list-style-type: none"><li>- Co-facilitate educational groups in local schools with the Primary Prevention team, and aid in preparation and evaluation of groups.</li><li>-Work with members of the community in order to mobilize individuals and groups to change attitudes that lead to violence.</li><li>-Work with local organizations to equip youth and adult influencers with skills that help prevent interpersonal violence.</li><li>-May also help coordinate events such as luncheons and educational trainings for community members.</li><li>-Assist in outreach activities during Dating Violence Awareness Month in February, Child Abuse Awareness Month in April, Sexual Assault Awareness Month in April, and/or Domestic Violence Awareness Month in October</li></ul>
Benefits:	Working with young people. Being on the frontlines of the prevention movement. Working to eradicate social norms that allow interpersonal violence to occur.
Challenges:	One of the major challenges for this program is engaging others in the community to accept ownership for creating a community where violence is not tolerated. Explaining effectively primary prevention versus secondary and tertiary prevention.
Training Requirements:	Advocate Training. Ongoing training from the prevention team.