

Victim Advocate Intern

Reports to: Victim Advocate

Primary Function: The YWCA Victim Advocacy group is comprised of four advocates located in the YW main office, YW shelter, Norfolk Juvenile and Domestic Court, and Norfolk Police Operations Center. Each intern will have an opportunity to work with each advocate and will gain experience in working with victims in each of these locations. An ideal intern will be able to spend the workday at either location, will arrive on time, and will be prepared to start the day.

Victim Advocate Intern responsibilities include, but are not limited to, the following:

- Provide crisis intervention, information, and support to clients seeking protective orders.
- Attend court hearings with clients in Juvenile and Domestic Court and General District Court and other DV/SV related accompaniments.
- Direct clients and provide support as needed in securing Emergency Protective Orders (EPOs) from the Magistrate's office in emergency situations; particularly when court is not in session.
- Conduct follow up calls and respond to calls received on the Coordinated Crisis Response Line (CCR).
- Refer clients and assist in establishing communication with other agencies such as VA Commonwealth Attorney's Office, Legal Aid of Eastern VA, Child/Adult Protective Services, etc.
- Coordinate and work as a team with other YW staff members to ensure that client's needs are fully met.
- Document client interactions including meetings, accompaniments, and phone calls using the electronic case management system (ECM).
 - Client interactions must also be tracked using the DCJS spreadsheet and advocacy log.
 - THIS MUST BE SUBMITTED MONTHLY.
- Assist with administrative tasks in victim advocacy office as needed.
- Regularly check YW intern email account and utilize Office365 Calendar (ensure that calendars are exchanged with all Victim Advocates). This calendar is REQUIRED for tracking your time, YW meetings, and client appointments and accompaniments.

Program Requirements:

- Current enrollment in a Bachelor's Degree program.
- Completion of YWCA Onboarding (6 hours) and YWCA Advanced Training (24.5 hours) prior to start date.
- Must be able to pass a background check
- Interns must commit to working at the YWCA for at least one semesters and participate in all components of the program as listed above.
- Must be available during normal weekday business hours.
- Must be available for at least 6hr shifts, 9am-3pm minimum, 9am-5pm preferable.

**YWCA IS ON
A MISSION**

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