



Advocacy Intern – Temporary Position Description

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

The Advocacy Intern position is an unpaid temporary internship supervised by the Client Services Director. The position requires 12-16 hours per week and a flexible schedule including evenings and weekends. The internship may be used for course credit. Internships are available for the fall, spring, and/or summer. 12 months internships are also available.

Responsibilities:

1. *Court specific:*
 - a. Provide legal advocacy for clients
 - b. Assist clients in navigating civil and criminal legal systems
 - c. Provide clients information about their different legal options
 - d. Assist clients with filing civil no-contact orders
 - e. Accompany clients to legal appointments and court dates as requested
2. *In office responsibilities:*
 - a. Provide crisis intervention, active listening, and emotional support for clients
 - b. Provide clients with resources and referrals in accordance to their needs, and assist with maintaining resource list updated
 - c. Keep accurate and appropriate documentation on client services; conduct outreach and follow up
 - d. Conduct pre and post court follow up with clients
 - e. Inform clients about and assist clients with victims' compensation application process
 - f. Inform clients about and assist with civil no-contact order renewals
 - g. Complete special projects as requested
 - h. Staff crisis line and online helpline as scheduled, this includes in house shifts, SOC shifts, and OHL specific shifts
 - i. Provide hospital response/advocacy as needed and/or dispatch other CST members for hospital response/advocacy.
 - j. Assist CST members with data entry tasks (i.e. attaching pdf. Files to electronic client records).
 - k. Work with Client Services Team (CST) to enter client data and create reports as needed.
 - l. Develop, maintain, and update OCRCC's legal resource database.
3. Maintain appropriate standards of confidentiality.

4. Work as a team member with other staff and volunteers in order to achieve the mission of the Center.
5. Complete all relevant trainings and other tasks as required by the Client Services Director and the Crisis Response Manager.

Intern Requirements:

1. Must be working towards, or have completed, a degree in a human services/social justice related field (i.e. political science, women's studies, pre-law, psychology, social work, criminal justice, etc.).
2. Comfort in talking to and assisting individuals in crisis/in need of support around issues including but not limited to physical, emotional, psychological, sexual, and financial abuse.
3. Comfort in working with all people who enter OCRCC, regardless of race, creed, color, national origin, age, gender identity, disability, sexual orientation.
4. Must complete OCRCC's **26 hour training**.
5. Complete additional court advocacy training and shadowing as needed (approximately 10 hours).
6. Must be available **Thursdays at 8:30 am-12:30 pm for the morning court session; transportation required.**
7. Experience working within the court system preferred but not required.
8. Spanish fluency preferred but not required.

Application Deadlines:

- Fall Internship: September 2, 2019
- Spring Internship: December 2, 2019
- Summer Internship: February 3, 2020
- Yearlong Internship: applications will be considered on a rolling basis

How to apply: Please submit a cover letter, resume, 2 professional references to Gheisha-Ly Rosario Diaz at gheisha@ocrcc.org with the subject line Advocacy Intern Position. Please indicate which term (fall, spring, summer, or yearlong) you are applying for. Please consolidate application materials into one pdf, if possible. Only complete applications will be considered.

The Orange County Rape Crisis Center values diversity and we welcome and encourage applicants from diverse racial groups, sexual orientations, national origins, religions, ages, and disability statuses