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 12-32 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-month internships are also available.

- This is a HYBRID/IN-Person internship; interns working full time must be in the office 3 days a week, part-time interns must be in the office 1 day a week.

Responsibilities: Responsibilities may change based on interest/length of internship.

1. Court specific:
   - Provide legal advocacy for clients
   - Assist clients in navigating civil and criminal legal systems
   - Provide clients information about their different legal options
   - Assist clients with filing civil no-contact orders
   - Accompany clients to legal appointments and court dates as requested

2. In office/work from home responsibilities:
   - Provide crisis intervention, active listening, and emotional support for clients
   - Provide clients with resources and referrals in accordance to their needs, and assist with maintaining resource list updated
   - Keep accurate and appropriate documentation on client services; conduct outreach and follow up
   - Conduct pre and post court follow up with clients
   - Inform clients about and assist clients with victims’ compensation application process
   - Inform clients about and assist with civil no-contact order renewals
   - Complete special projects as requested
   - Staff crisis line and online helpline as scheduled, this includes in-house shifts, hospital specific shifts.
   - Provide hospital response/advocacy as needed and/or dispatch other CST members for hospital response/advocacy.
i. Must live within a 60 min radius from the UNC Hospital unless otherwise noted and approved pre-internship.

- Assist CST members with data entry tasks (i.e. attaching pdf. Files to electronic client records).
- Work with Client Services Team (CST) to enter client data and create reports as needed.
- Work with CST team members to develop and maintain all programs and departmental communications as needed;
  - Therapy Access to underserved communities
  - Client Advocacy
  - Helpline Support
  - Hospital Accompaniment
  - Support Groups
  - Workshops
  - Outreach
- Develop, maintain, and update OCRCC’s legal resource database.
- Maintain appropriate standards of confidentiality.
- Work as a team member with other staff and volunteers to achieve the Center's mission.
- Complete all relevant trainings and other tasks as required by the Client Services Director and the Crisis Response Manager.

**Intern Requirements:**

- **Must complete interactive Core20 Training or In-Person Core20 training PRIOR to the start of the internship.**
- This is a HYBRID/IN-Person internship; interns working full time must be in office 3 days a week, part-time interns must be in office 1 day a week.
- 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.).
- 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.
- Comfort in working with all people who enter OCRCC, regardless of race, creed, color, national origin, age, gender identity, disability, sexual orientation.
- Must be available **Thursdays at 8:30 am-12:30 pm for the morning court session; transportation required unless otherwise noted and approved pre-internship.**
- Experience working within the court system is preferred but not required.
- Spanish fluency **preferred** but not required.
- **Must live within a 60 min radius from the UNC Hospital unless otherwise noted and approved pre-internship.**

**Application Deadlines:**
- **Fall Internship:** August 2
- **Spring Internship:** December 10
- **Summer Internship:** February 3
- **Yearlong Internship:** applications will be considered on a rolling basis

How to apply: Please fill out our online application. 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 status.*