



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.