



## ATVP Internship Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### I request an internship for university credit (please complete the following):

University: \_\_\_\_\_ Department: \_\_\_\_\_ Course: \_\_\_\_\_

Name of course supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's email address: \_\_\_\_\_

Number of credit hours: \_\_\_\_\_ Total number of hours to be worked for credit: \_\_\_\_\_

# of hours per week: \_\_\_\_\_

Internship Timeframe: from \_\_\_\_\_ to \_\_\_\_\_

I need to know if I am selected for an internship with ATVP by (date): \_\_\_\_\_

### Requirements prior to being considered for ATVP Internships

\_\_\_\_\_ Completion of ATVP's 40 hour advocacy training

\_\_\_\_\_ Current hotline volunteer *in good standing*.

### Please check Internship Position you are interested in:

\_\_\_\_\_ **Moscow Office Domestic Violence/Sexual Assault Direct Service Advocate**

\_\_\_\_\_ **Pullman Office Domestic Violence Direct Service Advocate**

\_\_\_\_\_ **Pullman Office Sexual Assault Direct Service Advocate**

\*Please note we do not currently offer an internship at the confidential shelter, however, your internship may include working alongside staff at the shelter during your internship tenure.

ATVP is an Equal Employment Opportunity employer.

**Please answer the following questions:**

1. Why you are interested in an internship with ATVP?
2. What particular skills do you have that would benefit you in working with victims and survivors of crime.
3. Confidentiality is a cornerstone of our work here at ATVP. Why, in your opinion, is this so important to us?
4. Do you have an area of focus you are particularly interested in? Why?

**An Internship here at ATVP is a professional, voluntary, unpaid position. Please initial the following:**

\_\_\_\_\_ I can commit to a set schedule outlined at the beginning of internship (Additional hours may be available), this schedule will be primarily within business hours (Mon-Fri 8:30-5:00).

\_\_\_\_\_ Full training, support and guidance will be provided to me as an intern by a direct supervisor and support staff at ATVP. ATVP's Pre-service training program **must** be completed, as well as a criminal background check, before direct services to clients can be offered by the intern.

\_\_\_\_\_ I understand that if I am offered an internship, I will be expected to conduct myself in a professional manner in line with agency expectations, adhere to ATVP policies and procedures, including maintaining confidentiality of ATVP service participants.

\_\_\_\_\_ If selected, I will ensure the ATVP Volunteer and Intern Coordinator receives all my university/department paperwork related to the internship as appropriate. I will be responsible for ensuring that my course supervisor receives all material needed from ATVP to provide me with academic course credit.

\_\_\_\_\_ I understand that if a continuation of the internship beyond the initial agreed-upon dates is offered, a new letter of acceptance will need to be agreed to and signed.

\_\_\_\_\_ I understand that regardless of my internship status, ATVP strongly encourages that I continue my one year volunteer hotline advocacy commitment.

\_\_\_\_\_ I understand that this is an unpaid, voluntary internship.

\_\_\_\_\_ I understand that if I am offered and accept employment at ATVP it will be separate from any voluntary internship. Ordinarily internships will be terminated if employment is offered, however, if the internship is college based, it will continue on a voluntary basis until all credit hours are complete. A separate timesheet will be required for all paid, work hours.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Alternatives to Violence of the Palouse Internship Job Description**

The Intern may provide direct services to clients, office assistance, and/or other services as specified below.

1. Provide direct services, including advocacy-based counseling, support, crisis intervention, and appropriate referrals to primary and secondary victims and survivors of family and sexual violence, including the assessment of individual needs and options; facilitate client awareness of the affective, behavioral, and cognitive effects; of the experience and enhance their ability to cope/adjust; AND appropriate follow-up with clients as assigned by your ATVP internship supervisor;
2. Answer calls coming into the Hotline. Field office calls.
3. Provide crisis intervention services evenings and/or weekends on the Hotline as scheduled;
4. Document all direct services provided on the forms for this purpose by the end of each shift;
5. Assist with the development and production, modification and distribution of new and existing awareness and prevention materials.
6. Assist with Awareness Campaigns and outreach activities.
7. To ensure current knowledge and skills and statutory/accreditation/standards training requirements are met and on-going training continues as warranted during the internship period, including submission of training documentation to the Volunteer Manager on at least a monthly basis;
8. Attend monthly advocate meetings;
9. Attend ATVP staff meetings as schedule permits;
10. Meet regularly with your ATVP supervisor to ensure appropriate, support, training, supervision, growth and development for the duration of your internship;
11. Participate in university and/or agency performance assessment processes as required;
12. Maintain agency confidentiality requirements;
13. Additional duties or areas of focus for internships may include the following:

### **Moscow Office DV/SA Direct Service Advocate**

- Awareness Campaign support for Moscow and Latah County  
January: Stalking Awareness Month  
February: Teen Dating Violence Awareness  
April: Sexual Assault Awareness  
October: Domestic Violence Awareness Month
- Possible direct service advocacy/case management in shelter setting.
- Provide child advocacy in shelter setting and at domestic violence support group

### **Pullman Office Sexual Assault Advocate**

- Awareness Campaign support for Pullman and Whitman County  
January: Stalking Awareness Month  
April: Sexual Assault Awareness
- Support Education Team in planning and implementing education and/or prevention programming.

### **Pullman Office Domestic Violence Advocate**

- Awareness Campaign support for Pullman and Whitman County  
February: Teen Dating Violence Awareness Month  
October: Domestic Violence Awareness Month
- Child Advocacy: In the shelter setting and at domestic violence support group.
- Possible direct service advocacy/case management in shelter setting.

To enhance the experience gained through this internships, shadowing (whereby you accompany an experienced advocate to appointments, advocacy sessions, court hearings, etc.) opportunities will be afforded to you at every opportunity. Please note we will respectfully ask for approval from ATVP service participants.

This internship job description reflects ATVP's best effort to describe the essential functions of this position at the time of signature. This document is not intended to exclude an opportunity for modification consistent with reasonable accommodation. ATVP is an Equal Employment Opportunity employer. The signature of the intern indicates that you have read the job description and understand the essential functions of the position.

Intern:  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name : \_\_\_\_\_

VM:  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name : \_\_\_\_\_