



Alternatives to Violence of the Palouse

PO Box 8517
Moscow, ID 83843
Tel: (208) 882-2490

PO Box 37
Pullman, WA 99163
Tel (509) 332-0552

Supporting survivors on the Palouse for over 45 years!

Internship Job Description

Alternatives to Violence of the Palouse

The ATVP Intern is a voluntary, unpaid position. This position involves:

CRITERIA	INFO	CRITERIA	INFO
Direct Service:		University Credit:	
Non-direct Service:		University:	
Both:		University Dept.:	
# of Credit Hours:		Timeframe from:	
Average of # per week:		Timeframe to:	

Designated ATVP Internship Supervisor:

Name: _____ Title: _____

Email: _____ Phone: _____

The Intern may provide direct service to program participants, office assistance, and/or other service as specified below.

1. Provide direct service, including advocacy-based counseling, support, crisis intervention, and appropriate referrals to primary and secondary victims of domestic violence and sexual assault, and other crimes such as fraud, child abuse and hate crimes, including the assessment of individual needs and options; facilitate program participant awareness of the affective, behavioral, and cognitive effects; of the experience and enhance their ability to cope/adjust; AND appropriate follow-up with program participants as assigned by your ATVP internship supervisor;
2. Answer public office phones, including the Hotline, after satisfactory completion of pre-service volunteer advocate training;
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 and modification of new and existing ATVP brochures and publications;
6. Assist with research and development of curriculum materials as assigned;



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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 and Intern Coordinator on at least a monthly basis;
8. Attend monthly volunteer advocate meetings;
9. Attend ATVP staff meetings as schedule permits;
10. 10. Meet regularly with your ATVP supervisor to ensure appropriate supervision, growth and development, and on-going satisfactory performance;
11. Participate in university and/or agency performance assessment processes as required;
12. Maintain agency confidentiality requirements;
13. Perform other duties as assigned;

Additional duties specified for this internship include:

Continuation as an ATVP intern is contingent on on-going satisfactory performance. The scheduled hours of internship services and any changes thereto will be approved by the Executive Director or the ATVP internship supervisor.

If the intern is hired as a paid ATVP employee during the period of the internship, arrangements must be approved by the Executive Director that clearly differentiate internship hours and activities from employee hours and activities until the completion of the internship.

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. The signature of the intern indicates that you have read the job description and understand the essential functions of the position.

Accepted by:

Intern Signature: _____ Date: _____

Executive Director Signature _____ Date: _____