

YWCA of Richmond Internship Position Description

Job Title: Court Advocate Intern
Department/Program: Sexual and Domestic Violence Services
Reports To: RHART Coordinator
Prepared By: RHART Coordinator
Prepared Date: April 15, 2014
Approved By: Chief Program Officer

GENERAL PURPOSE OF INTERNSHIP

The Court Advocate Intern is responsible for providing legal advocacy, crisis intervention, case management, court accompaniment and community referrals for victims of domestic violence. The position functions primarily on site at the Oliver Hill Juvenile & Domestic Relations Court. The Court Advocate Intern will provide assistance to clients petitioning for protective orders. The position also serves as a resource to staff and agencies for individual case consultation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Duties may be modified based on individual student learning needs.

Court Advocacy: Provides direct court based advocacy to domestic violence victims during intake and court hearing process for civil protective orders on site at J&DR court.

Direct Services: Provides crisis intervention and case management services to victims. Conducts assessments and provides intervention.

Referral and Training: Act as a referral for other appropriate service providers (YWCA, Department of Social Services, Community Service Boards). Also acts as liaison between the city's criminal justice and human services agencies. Provides training and awareness presentations, as needed to other city professionals.

Records and Reports: Maintains accurate, confidential records and court notes. Develops monthly reports for supervisor.

Meetings: Participates as member of County interagency team. Attends training events, staff meetings, and receives weekly supervision.

REQUIREMENTS Must be an undergraduate level junior or senior or first year graduate student, in a related field.

SPECIFIC TASKS

- Attend court proceedings with client
- Assist client with navigating the criminal justice system, in addition to other related systems
- Complete all required daily, weekly, and monthly documentation
- Complete a learning plan and working contract with supervisor
- Write and submit weekly process recording and conference agenda to supervisor
- Participate in weekly individual supervision and any other meeting if appropriate and if student's schedule permits

- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services
- Required to sign up for at least (2) on-call Hospital Accompaniment shifts a month
- Read (3-5) Domestic and Sexual Violence Scholarly articles