

Position	Shelter Advocacy Intern
General Description	The shelter advocacy intern works closely with shelter advocates to provide advocacy, crisis intervention, and support to victims, survivors, and children – both in the shelter environment and over the crisis line.
Location	CADA Mankato location
Reports to	Shelter Advocate
Key Responsibilities	<ul style="list-style-type: none"> • Be responsible for answering the crisis line and provide advocacy, support, and referrals to callers in crisis • Assist shelter residents in accessing community-based services and support • Provide services and support to women and children residing in shelter • Help staff with moving residents into shelter and into new homes (moving boxes, furniture, etc.) • Provide childcare and interactive play opportunities for children of all ages while mothers attend groups or appointments • Assist in maintaining a clean and organized living environment and work space • Maintain confidentiality of all CADA clients and staff, as well as all agency- and client-related information and business • Promote and uphold CADA’s values of respect, empowerment, safety, diversity and collaboration among clients, staff, and other CADA representatives • Maintain a non-judgmental and welcoming attitude • Maintain accurate time records and adhere to all agency policies and procedures • Communicate with volunteer coordinator and site supervisor in a timely and professional manner • Complete other duties as requested
Learning Objectives	<p>Upon successful completion of internship, the student will be able to:</p> <ul style="list-style-type: none"> • Assist in creating individual safety plans and goal plans • Complete intake and/or departure process • Use crisis intervention skills to respond to callers on the 24-hour crisis line and direct them to appropriate organizational and community resources <p>Upon successful completion of internship, the student should have a broader knowledge and understanding of:</p> <ul style="list-style-type: none"> • The dynamics of working with individuals and families impacted by violence and trauma • Victim-centered and trauma informed advocacy • Responding to client’s needs based on individual circumstances, barriers and strengths • The intricacies of domestic and sexual violence as well as available community and organizational resources for children and families • The daily and ongoing operations of a nonprofit organization and professional and residential setting

Skills and qualifications	<ul style="list-style-type: none"> • A foundational understanding of the dynamics and impacts of domestic and sexual violence • Demonstrate superior professional boundaries • A desire to work with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis • Possess excellent interpersonal and communication skills, and be punctual, responsible, and organized • Be comfortable in a fast-changing and flexible work environment • Have the ability and motivation to lead projects with little direction, and work well independently and in a team environment • Multilingual skills are a plus
Selection Criteria	<ul style="list-style-type: none"> • Minimum of 120 hour commitment • Seeking students pursuing degrees in: <ul style="list-style-type: none"> ○ Family studies ○ Social Work ○ Sociology ○ Nonprofit leadership ○ Psychology ○ Gender & Women’s Studies ○ Students from other departments and programs are welcome to apply
Training and supervision	<p>All interns are required to complete state mandated 40-hour sexual assault advocacy certification training.</p> <p>Students will also complete an internship orientation, as well as on-the-job training specific to their site placement. Students will have regular meetings with site supervisor in order to discuss current projects, provide updates, gain support, and conduct trouble-shooting for any difficulties that may arise.</p>
Time Commitment & Schedule	<p>Individual schedules are created based on the student’s availability and CADA’s needs and schedule.</p>

To apply: Submit internship application, resume, and cover letter to CADA’s Development Support & Volunteer Coordinator: kristenw@cadamn.org