



SURVIVORS AND ADVOCATES FOR EMPOWERMENT

Supporting and empowering domestic violence survivors since 1997

Court Advocacy Program Advocate Intern Description

The position is located in the Domestic Violence Intake Center, the domestic violence courtrooms at the Superior Court of the District of Columbia, and at the Southeast Domestic Violence Intake Center. The Domestic Violence Intake Centers at the Superior Court of the District of Columbia and at the Greater Southeast Community Hospital are locations for victims and survivors of domestic violence to seek protection orders and criminal justice services.

SAFE advocates provide direct services to domestic violence victims by assisting them in navigating the civil judicial process and providing crisis management. SAFE advocates serve as a direct link to community resources to assist victims in maintaining their safety and fulfilling immediate social service needs. SAFE interns aid in this process by assisting SAFE advocates with their individual caseloads and by taking on some of the advocate's direct job functions. This internship also allows for interns to assist in providing direct services and to have interaction with clients through supportive services under the direct supervision of an experienced SAFE advocate.

Specific duties include:

- Provide court accompaniment for survivors of domestic violence during protection order hearings, temporary protection order hearings, criminal hearings, and contempt hearings as needed.
- Participate in court observation and document court outcomes in domestic violence cases.
- Maintain and update the organization's client database (VAPSTAT).
- Participate in community outreach programming and special outreach events to promote SAFE services and domestic violence awareness.
- Assist with special projects for the development of the organization as necessary, i.e. participating in research studies and or outreach projects.
- Research new community resources and social service programs and keep new and existing resources up to date for client referrals.
- Provide information on accessing social service programs and assist with connecting clients with outside agencies and community resources.
- Provide emotional support and information throughout the judicial process, including observing and explaining court proceedings and decisions.
- Assist advocates with client follow up to include client callbacks and check-ins.
- Assist with other supportive administrative duties as necessary, i.e. answering SAFE crisis line, taking messages from clients, copying resource brochures, charging 911 cell phones, faxing referrals, etc.

Interns will complete on the job training with our full time advocate staff and participate in a 3-day training session as part of the internship. Interns should be able to work at least 15 hours per week. This is an unpaid position, but we will assist interns in receiving academic credit if needed.

Ideal candidates will have knowledge and understanding of issues pertaining to violence against women, knowledge of the legal system, excellent interpersonal skills, excellent written and verbal skills, experience in providing support and referral services, and possess the ability to function in a high stress environment. Spanish fluency is a plus.

Interested candidates should send completed application and resume to our Volunteer Coordinator at SAFEvolunteers@dcsafe.org.

Located at the District of Columbia Domestic Violence Intake Centers:

DC Superior Court · 500 Indiana Avenue NW · Room 4235 · Washington, DC 20001 · tel 202-879-7851 · fax 202-879-1191
Greater Southeast Community Hospital · 1328 Southern Avenue SE · Room 311 · Washington, DC 20032 · tel 202-561-3095 x20
www.dcsafe.org