

## **Job Description: Court Advocate Intern**

S.A.F.E. Place is committed to helping victims of domestic violence and human sex trafficking and their families in Calhoun, Eaton and Barry Counties by providing quality shelter and crisis intervention services at no cost and advocating for safety as prescribed by the law.

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**Currently accepting applicants for summer and fall placements  
If you are interested in applying, please submit your Resume with Cover Letter**

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**CLASSIFICATION:** Advocate Volunteer

**EXPECTED TIME COMMITMENT:** One or two terms. Shifts available 9-5pm, M-F.

**SUPERVISOR:** Legal Advocacy Administrator

**MAJOR RESPONSIBILITIES:** Interns will assist clients at the Eaton County Courthouse with obtaining personal protection orders (PPO's) and providing court support in criminal cases.

### **Key Job Duties:**

- 1) Assist clients with most aspects of securing and enforcing PPOs and court accompaniment on criminal cases involving domestic violence.
- 2) Assist with follow up pertaining to PPO petitions and orders, such as modifications, violations, and accompaniment at court hearings.
- 3) Keep Mobile Office stocked and organized.
- 4) Safety planning and referrals
- 5) Collect and maintain statistical data.
- 6) Attend all shifts, trainings and other meetings as scheduled.
- 7) All other duties as assigned by Legal Advocacy Administrator or designee

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

### **Knowledge or Skills Preferred and/or Required:**

Understanding and/or ability to learn domestic violence dynamics, general knowledge of the legal system, willingness to invest in the empowerment philosophy, organizational skills, desire to develop crisis intervention techniques, and an ability to access community resources.

### **Minimum Learning Outcomes:**

- Crisis intervention training is provided and is mandatory prior to beginning internship.

- Communication with persons of different cultures or subcultures. Interpersonal skills.
- Ability to handle crisis situations, and work with clients using empathy and empowerment model.
- Understanding of domestic violence dynamics, investment in the empowerment philosophy, organizational skills, crisis intervention skills, and an ability to access community resources.
- Knowledge of the legal process where it relates to victims of domestic violence and their rights.
- Learn the PPO process, in entirety.

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**S.A.F.E. Place is a 501(c)(3) non-profit organization, and an equal-opportunity employer.  
S.A.F.E. Place interns and volunteers will not receive compensation, and there are no  
guarantees of paid employment.**