

**EVE, Inc.**  
**Intern/Volunteer Position Description**  
**Position Title: Advocacy/Client Support Intern/Volunteer**  
**Supervised By: Advocacy/Client Support Supervisor**

**Brief Description of the Position:**

Intern/volunteer works with the Advocacy Team to empower survivors to become self reliant by offering emotional support, advocacy, information and options. The goal of the advocate is to assist women in getting resources, support and services they need to establish a safe home.

**Requirements for the Position:**

- ⌘ Punctuality, flexibility, and ability to work with some degree of independence
- ⌘ Knowledge of domestic violence/ and or crisis intervention is helpful
- ⌘ Strong organization skills
- ⌘ Strong written and verbal communication skills
- ⌘ Respect for diversity

**Duties Include:**

- ⌘ Meet with, empathize, and listen to survivors on a one-to-one basis to assist them in determining their current resources, and what resources are lacking in the areas of housing, finances, medical and legal needs, etc.
- ⌘ Work with survivors to develop a prioritized plan of action that is realistic and manageable
- ⌘ Provide resources and information to assist survivors in carrying out this plan
- ⌘ Contact agencies such as the Department of Human Services, Salvation Army, Prosecutor's office, etc. to assist survivors in obtaining services
- ⌘ Provide emotional support, assistance in getting transportation, an in-court support for residents as needed
- ⌘ Participate in special projects and other activities, as they become available
- ⌘ Recommended attendance at weekly files meeting
- ⌘ Recommended weekly supervision meeting with supervisor

**Hours/Week:**

4 hrs/week for at least 6 months

**Days/Hours:**

Varies

**Training/Tests:**

- ⌘ Interview with Client Support and Advocacy Supervisor
- ⌘ TB Test
- ⌘ EVE, Inc. 40 hour training

**For more information about Volunteer Opportunities:**

EVE, Inc.

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