

EVE, Inc.
Intern/Volunteer Position Description
Position Title: Bilingual Interpreter
Supervised By: Client Support and Advocacy 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 interpreter is to work with an advocate to assist women in getting resources, support and services they need to establish a safe home. Bilingual interpreters are needed for all languages, especially Spanish, Vietnamese, and Arabic.

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 and work with an advocate 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 and an advocate 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:

As Needed

Days/Hours:

Vary as needed

Training/Tests:

- ⌘ Interview with Client Support and Advocacy Supervisor
- ⌘ TB Test
- ⌘ EVE, Inc. Volunteer Training

For more information about Volunteer Opportunities:

EVE, Inc.

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