



Administration Office: P.O. Box 713
Auburn, Maine 04212-0713
Tel (207) 795-6744
Fax (207) 795-6841
Helpline 1-800-559-2927
www.safevoices.org

Violence Intervention Program Internship

Work Hours: 10-20 hours/week. Essential hours based on program group schedule; additional hours flexible within agency hours of operation (8:00 a.m. to 4:00 p.m. Monday – Friday); some evening/weekends required based on events.

Location: Lewiston, Maine. Travel to locations within the 3 county catchment area may be required occasionally.

Supervisor: Violence Intervention Program Coordinator and the Administrative Manager

Job Description: Safe Voices is a domestic violence resource center whose mission is to support and empower those affected by domestic violence and human trafficking and engage the community in creating social change in Androscoggin, Franklin, and Oxford Counties.

The Violence Intervention Program Intern aids in all aspects of Safe Voices' Batterers Intervention Programing, including but not limited to assisting with group facilitation, intakes, group logistical support, statistics and reporting and other duties as assigned.

The Intern will be responsible for attending the Comprehensive Advocacy Intervention Response Ethic Training (CAIRET) and will be asked to demonstrate competency in support and advocacy by providing support to callers on Safe Voices' 24-hour Helpline. The Intern will attend Internship Cohort Meetings for the purpose of connecting with fellow Interns for additional education and development. All Interns are expected to conduct themselves according to the standards expected of all volunteers, staff and affiliates as outlined in Safe Voices' Employee Handbook. All Interns will be required to pass required background checks in accordance with Safe voices' Employee Handbook.



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ESSENTIAL TASKS:

Intakes:

- Work with Violence Intervention Coordinator to complete intakes for participants
- Record statistics as related to intakes
- Compile data from intake narratives, sort and file intakes as necessary

Group Support:

- Support Violence Intervention facilitators in group
- Maintain appropriate boundaries with participants and staff
- Maintain confidentiality of all participants

AGENCY ACTIVITIES:

- Attend Internship Meetings
- Complete the CAIRET training
- Demonstrate advocacy proficiencies by taking shifts on Safe Voices' 24-hour Helpline.
- Serve as a representative of the agency between the College/University and the community
- Participate in agency events and activities as assigned, including monthly staff meetings
- Assist with general office work, including filing, copying, and answering phones
- Develop individual goals with supervisors and strive to achieve goals

QUALIFICATIONS:

- Currently enrolled at an accredited college or university
- 18 years of age or older with a valid driver's license
- Access to reliable transportation with proof of insurance
- Strong computer skills with proficiencies in Microsoft Office (Excel, Word & PowerPoint)
- Good oral and written communication skills
- Highly organized with an attention to detail
- Willing to learn new things and take on new tasks
- Committed to Safe Voices' mission and values, including the value and importance of charitable giving
- Able to work as a member of a team
- Prior office experience a plus but not required



Working to End Domestic Violence

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- Must agree to agency confidentiality statement and pass background checks in accordance with Safe Voices' Employee Handbook
- Ability to accurately document and complete paperwork and assignments by their respective due dates
- Demonstrate sensitivity to, and understanding of the cultural and socioeconomic status, and knowledge of issues faced, of persons served

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

- Ability to travel in varying weather conditions
- Occasional lifting up to 30 pounds
- Adhere to universal safety precautions
- Ability to maintain professional boundaries
- Maintain a positive, friendly & professional work environment
- Seek supervision and support from supervisors and/or members of the Administrative Team as needed