



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

Safe House Clinical Counseling Internship

Work Hours: Approximately 16-20 hours per week; flexible within agency hours of operation (8:00 a.m. to 4:00 p.m. Monday – Friday) and client’s needs; some evening/weekends required based on events.

Location: Lewiston, Maine. Travel to locations within the 3 county catchment area may be essential to achieve required clinical hours.

Supervisor: Program Manager of the Sex Trafficking and Exploitation Safe House 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.

Safe Voices is seeking a qualified and energetic intern to provide individual and group counseling services to clients we serve in our sex trafficking and exploitation Safe House. The ideal candidate should be flexible and able to work in a fast-paced environment with strong crisis intervention skills. The position requires some general administrative work such as answering phones, filing, data entry, etc.

The Intern will be responsible for attending the Comprehensive Advocacy Intervention Response Ethic Training (CAIRET) and may 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.

ESSENTIAL TASKS:

Counseling: Each intern will have the opportunity to work with individuals, families, as well as groups. The number of clinical hours will vary depending on the requirements of each program and the clinical needs of the agency. Interns will be responsible for maintaining all corresponding notes, paperwork, collateral



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contacts, and data entry for each assigned client. All paperwork will be approved and signed by the intern's clinical supervisor. All paperwork is due in a timely manner.

Emergency Services: Interns have a great opportunity to be trained and participate in our emergency services: 24/7 Helpline service, crisis intervention, and emergency safe house services. This provides an opportunity to have a well-rounded view of the services that are provided to all of Safe Voices' clients and it is a great learning opportunity to learn different approaches to trauma work.

Administrative Tasks: Interns will be assigned weekly administrative tasks as well as possible yearlong projects that provide insight into agency, such as grants and funding through gathering and research of data or collecting and organizing resources and data entry as assigned.

Outreach: Interns will be offered various community outreach opportunities to participate in as part of their internship including tabling, community awareness events, and fundraising events.

AGENCY ACTIVITIES:

- Attend Internship Meetings
- Meet with agency supervisor for at least 1hr per week
- 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
- Students must be in their second year (advanced placement) of their Master of Social Work or Master of Counseling program
- 18 years of age or older with a valid driver's license
- Access to reliable transportation with proof of insurance



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- 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
- 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