



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](http://www.safevoices.org)

## Safety Auditor Advocacy Internship

**Work Hours:** Minimum of 10 hours per week; schedule 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 or Farmington, Maine. Travel to locations within the 3 county catchment area may be required occasionally.

**Supervisor:** Director of Advocacy Services and the Administrative Manager

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**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 Safety Auditor Advocacy Intern is responsible for increasing safety for victims and survivors of domestic violence by working with the Director of Advocacy to complete an extensive, comprehensive needs assessment and/or agency program analysis. The eventual goal of the internship will be to successfully achieve the outlined tasks with minimal assistance, complete all of the tasks at least once during the internship, and establish a concrete understanding of domestic violence.

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.

## **ESSENTIAL TASKS:**

### **Safety and Accountability Assessment/Needs Assessment:**

- With the oversight and mentorship of The Director of Advocacy, the Intern will assist with the planning and implementation of the nationally recognized Praxis Safety & Accountability Audit Assessment.
- Assist with research and data tracking for the purpose of completing a comprehensive needs assessment
- Work with Director of Advocacy to pilot a Blueprint for services utilized by survivor
- Provide feedback around potential enhancement of services based on survivor's experiences
- Track basic needs support including food pantry access
- Data entry

## **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



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- 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