



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

Domestic Violence – Child Protective Services Internship

Work Hours: To be determined between intern and site supervisor

Internship Hours: This is a two semester internship with a combined total of 600 hours – 300 hours in semester one, 300 hours in semester 2 (20-25 hours per week)

Reports To: DV-CPS Liaison Coordinator

Location: Androscoggin, Oxford and Franklin Counties – Maine

About Safe Voices: 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.

Job Description: The DV CPS Intern is responsible for assisting the DV CPS Liaison in strengthening relationships between Safe Voices and the Department of Health and Human Services Child Protective Services in an effort to overcome and address the problems of domestic violence, provide support for the non-offending parent, address dating violence and child victimization.

The DV CPS Intern will spend their first semester completing their CAIRET training, assisting on Helpline and shadowing the Liaison to gain an introduction to advocacy and the liaison role/responsibilities. The intern will then begin direct-service work within the DV CPS program in their second semester.

ESSENTIAL TASKS

1. Individual Advocacy

- Provide trauma-informed advocacy to victims and survivors of domestic abuse and violence
- Demonstrate sensitivity to, and understanding of, the cultural and socioeconomic status of persons served
- Demonstrate knowledge of issues faced by those who experience domestic abuse and violence
- Assist in identifying resources that may be of help to persons requesting services and make referrals to resources necessary to achieve safety and independence from the abusive situation or environment
- Works collaboratively with members of the Advocacy Team
- Notify site supervisor if there is a conflict when working with an individual person or party

2. DV CPS Advocacy

- Assist DV CPS liaison in making connections with all new referrals received
- Document all call attempts in DV CPS Referral Tracking Sheet
- Complete Client Contact Sheets on a daily basis and forward to Liaison
- Complete warm referrals to local advocates as necessary
- Schedule new/ongoing clients for check-in meetings with Liaison as needed
- Attend client check ins, Family Team Meetings and Support Group with liaison as a shadow when possible
- Assist liaison on other duties/tasks as assigned

AGENCY ACTIVITIES

- Provide coverage on 24-hr Helpline as scheduled and requested
- Participate in agency events, meetings and activities as assigned
- Perform other duties as assigned
- Follow safety plans and protocols as directed
- Abide by agency policies, procedures and protocols
- Maintain ethical and professional standards

KNOWLEDGE AND EXPERIENCE

1. Qualifications

- Pass State Bureau of Investigation (SBI) check
- Pass Department of Health and Human Services (DHHS) check
- Pass Department of Motor Vehicle check
- Ability to work as a contributing member of a professional, effective work team
- Ability to accurately document and complete tasks by due date
- Ability to remain calm and effective in a fast paced environment where safety is key
- Must be dependable and flexible in a changing work environment
- Must possess excellent written and verbal communication skills and strong attention to detail – consistent and direct communication with Liaison
- Ability to use Microsoft Office suite
- Demonstrate knowledge of issues faced by those who experience domestic violence
- Demonstrate sensitivity to, and understanding of, the cultural and socioeconomic status of persons served
- Knowledge of domestic violence fundamentals
- Knowledge of crisis intervention skills or techniques
- Must possess strong problem solving skills



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- Ability to work collaboratively as well as independently and self-directed
- Ability to maintain confidentiality and professional boundaries
- Ability to understand and work within a social change framework
- Models agency philosophies and values in all interactions

2. Education

- Must be working to complete Bachelor's or Master's degree in social work or related field and have an internship requirement to complete the program

3. Physical Requirements and Working Conditions

- Occasional walking
- Occasional lifting up to 30 pounds
- Adhere to universal safety precautions

For more information please contact:

Alyssa Coyne (she/her/hers)

Volunteer/Intern Coordinator I Safe Voices I PO Box 713 Auburn ME 04212

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