



Abigail's Arms – Cooke County Family Crisis Center

Bachelor/Master Level: Intern Job Description

Send your resume to sward@abigailsarms.org

Job Summary: This is an unpaid internship is for a professional student seeking a degree in any area of social services. This internship is an exchange of services for social service experience between the student and an Abigail's Arms professional staff.

You can expect:

To receive supervision weekly

To receive helpful feedback on your progress or lack thereof

To receive training; individually and as a group

To receive direct practice experience as well as community assistance practice

Primary Job Duties and Responsibilities:

- Familiarize yourself Abigail's Arms policy and procedures
- Attend Basic Domestic Violence Training prepared by Abigail's Arms Crisis Center
- Attend 40 hour Advocate Training provided by Abigail's Arms Crisis Center
- Assist with researching resources for the agency i.e. families
- Assist the Initial Intakes and other Administrative duties
- Participate in all staff meetings, groups, and trainings
- Ability to work with families who sometimes have extreme behaviors as a result of trauma
- Ability to work in a crisis environment
- Ability to maintain a light case load
- Help develop partners & volunteers in the community.
- Advocate for the families and individuals safety and well being
- Communicate clearly both verbally and legibly; emails, case notes, written messages, etc.
- Review resident list and become familiar with shelter updates, new resident move-ins and/or modifications
- Attire is business casual; jeans are allowed Fridays.

Qualifications: College Student

Supervised by: Shelter Director & Field Instructor