Community Refugee & Immigration Services

Victims of Crime Intern

<table>
<thead>
<tr>
<th>Program: Victims Of Crime Assistance (VOCA)</th>
<th>Reports to: VOCA Program Manager</th>
<th>Location: 1925 E Dublin Granville Road Columbus, OH 43229</th>
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</thead>
<tbody>
<tr>
<td>Type of Position:</td>
<td>Hours/week:</td>
<td>Background Check Required:</td>
</tr>
<tr>
<td>□ Full-time</td>
<td>□ 40 hours</td>
<td>□ Yes</td>
</tr>
<tr>
<td>□ Part-time</td>
<td>□ 30 hours</td>
<td>□ No</td>
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<tr>
<td>□ Temporary</td>
<td>□ 20 hours</td>
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<tr>
<td>■ Intern/Volunteer</td>
<td>□ Other: 15 hrs/week</td>
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Essential Job Functions:
- Accompany caseworkers in day-to-day advocacy tasks, including:
  - Intake interview/ needs assessment/ mutual goal setting with new clients
  - Attend court hearings with clients (domestic courts, criminal courts, protection orders)
  - Attend law enforcement interviews with clients
  - Create safety plans with clients
  - Help fill out applications for benefits, attorneys, or assistance
  - Connect clients to community resources
  - Maintaining up-to-date casefiles
  - Assist Caseworkers with research and outreach of local, state, and national resources to meet client needs
  - In later half of internship, interns may have their own small caseload if appropriate opportunities become available
  - Attend local and online trainings about victims advocacy and trauma informed practice
  - Participate in local coalitions, committees, and task forces to represent interests of LEP victims of crime
  - Other related tasks according to program/client need and intern interest

Work Experience and Skill Requirements:
- Excellent written and verbal English language skills
- Skilled in interpersonal and intercultural communication
- Experience working with diverse populations
- Self-motivated with ability to work independently
- Willingness to travel throughout Central Ohio
- Ability to create print materials
- Willingness to undergo a background check
- Willingness to prioritize self-care

Work Experience and Education Preferences:
- Bachelor’s Degree or student working towards Bachelor’s or Advanced Degree
- Experience working with refugees and immigrants