



**Job Title:** Case Manager Intern

**Status:** Intern/Volunteer

**Reports To:** Advocacy Manager

**Job Summary:** This position serves as an advocate for victims of sexual assault, offering non-judgmental emotional support, crisis counseling and information about resources in the community.

**Qualifications, Knowledge, Skills, and Abilities:**

- Senior Bachelor level or 1<sup>st</sup> year Master level student pursuing a degree in human services, social work, counseling, sociology, criminal justice, or related field/experience.
- Able to provide competent and caring advocacy
- Understanding of cultural influences on behavior in multicultural communities.
- Able to quickly establish rapport with clients.
- Able to assess needs and offer emotional support and crisis management for victims of sexual assault
- Have some understanding of the impact of trauma on the individual.
- Have some understanding of the issues surrounding sexual assault.
- Have some knowledge of the criminal justice system as it relates to victims.
- Have some knowledge of resources available to victims
- Ability to collaborate with other victim service providers and within a team setting
- Have strong verbal and written skills.
- Have good time management and problem-solving skills.
- Have flexible schedule and able to be on-call for at least one night a week and weekends on a rotating basis.
- Bi-lingual skills in English and Spanish a plus.

**Job Duties and Responsibilities:**

- Complete required forty (40) hours of Hotline Training, as well as additional (eight) 8 hours of Hospital Response training.
- Complete a 6 (starting in February or May) or 9 (starting in August) month internship
- Commit 16-20 hours per week to The Blue Bench
- Provide advocacy and case management services to victims of sexual assault/abuse, including individual client contact, follow calls, referrals, and collateral contact.
- Provide crisis intervention services, including on-call hotline advocacy, in-person hospital advocacy, responding to office calls.
- Report childhood/elder abuse to human services and/or law enforcement in compliance with The Blue Bench's mandatory reporting policy.
- Maintain all client records according to agency, ethical, and legal standards.
- Maintain all data using Apricot
- Participate in weekly individual supervision
- Participate in weekly Advocacy Team meetings (currently Wednesdays @ 3:00)
- Participate in biweekly Client Services meetings (every other Thursday 11-12pm)
- Abide by The Blue Bench Client Services/Advocacy Department policies and procedures
- Attend various communities meeting
- Additional networking and outreach as appropriate or requested.
- Assist in other tasks as needed

Ending sexual assault through prevention & care

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