



## **DOMESTIC VIOLENCE PROGRAM INTERNSHIP**

### **INTERNSHIP SUMMARY:**

Put your energy and passion to use and become part of a local nonprofit organization! Under the direction of the Program Coordinator of Domestic Violence Victim Services, the Domestic Violence Program Intern is responsible for assisting advocates with various tasks supporting individuals who have experienced domestic violence.

### **ORGANIZATION IMPACT:**

Waypoint's Domestic Violence Program supports over 2,500 survivors of domestic violence in seven counties in Northeast Iowa and answers nearly 7,000 calls on the 24/7 Resource & Support Line each year. The Domestic Violence Program Intern increases the capacity for the program to support more survivors by supporting staff, working on administrative tasks, and working directly with clients.

### **TIME COMMITMENT:**

Part-time with flexible hours between 8:00 a.m. to 5:00 p.m. Monday-Friday. Some evening and weekend hours may be available but are not required. Semester commitments are preferred but can be adjusted to fit your schedule.

### **LOCATION:**

Internships are available in Cedar Rapids. Some virtual work may be available, but in-person work is preferred if possible.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Support with administrative tasks, such as filing, data entry, and other record keeping
- Provide emotional support, resources, and assistance to victims in navigating the legal and medical system
- Provide emotional support and resources/referrals during business hours over the phone
- Meet with clients one-on-one or in group settings
- Continue education through readings, trainings, and other resources related to domestic violence

### **REQUIRED SKILLS:**

- Excellent communication and interpersonal skills
- Positive attitude
- Commitment to helping those in need
- Ability to work independently and collaborate with others
- Ability to multi-task
- Ability to be non-judgmental, encouraging, and empowering

20 hours of online training through the Iowa Coalition Against Domestic Violence must be completed prior to starting the internship. Applicants must also be able to pass a criminal background check.

### **WHAT YOU WILL GAIN:**

- Direct experience working with individuals in crisis
- Knowledge of medical and legal advocacy and how they impact victim service providers and clients
- Knowledge of various community resources and how they work to support individuals in crisis
- Opportunities to further develop other interpersonal skills while working closely with clients and staff

Contact Ingrid Gustafson, Human Resources Coordinator, at 319.582.4995 or [igustafson@waypointservices.org](mailto:igustafson@waypointservices.org) with additional questions.

Apply online at <https://www.waypointservices.org/volunteer/internship-opportunities/internship-application>