



Compass Center for Women and Families

2015 Non-Profit of the Year, Chapel Hill-Carrboro Chamber of Commerce

PO Box 1057, Chapel Hill, NC 27514 • 919-968-4610 • www.compassctr.org

Court Advocacy and Community Response PAID Internship

This position is an opportunity for someone with or seeking a degree in a human services or social justice-related field to gain experience working directly with clients and in a courtroom setting. The position requires a 12-month commitment, 16-20 hours a week, and transportation. **Deadline to apply is Jan. 22, 2018.**

To apply, complete an online application at <http://compassctr.org/get-involved/volunteer-opportunities/>. Then send an updated resume and cover letter in an email to Madison Burke at dvcourt@compassctr.org.

Court Responsibilities:

- Directly assist clients in civil and criminal domestic violence court by providing:
 - Crisis intervention, active listening, and emotional support to individuals and families.
 - Advocacy for clients working with other community partners.
 - Community resources and referrals to address client's needs.
 - Assistance with filling out domestic violence protection orders.
- Keep accurate and appropriate documentation on client services; conduct outreach and follow up.
- Meet clients at court to assist with filing of domestic violence protection orders.

In Office Responsibilities:

- Assist clients filling out domestic violence protection orders.
- Maintain domestic violence protection order guide books and procedures.
- Assist Director of Court Advocacy with civil and criminal court docket preparation.
- Pre and post court follow up with clients.
- Inform clients about and assist clients with victims' compensation application process.
- Review and revise the court advocacy training manual.
- Create memoranda for domestic violence related legislative updates for staff and volunteers.
- Attend in-service trainings to present legislative updates.
- Attend Orange County Domestic Violence Task Force meetings.
- Assist with creation of agendas and minutes for Orange County DVTF meetings.
- Complete special projects as requested.

Intern Requirements:

- Must have a degree or be working towards a degree in a human services/social justice related field (i.e. political science, women's studies, pre-law, psychology, social work, criminal justice, etc.).
 - Comfort in talking to and assisting individuals in crisis/in need of support around issues including but not limited to physical, emotional, psychological, sexual, and financial abuse.
 - Comfort in working with all people who enter Compass Center, regardless of race, creed, color, national origin, age, gender identity, gender expression, disability, sexual orientation, or veteran status.
 - Complete a **42-hour advocate training and** complete additional court advocacy training and shadowing as needed.
 - Must be available **Thursdays, 8:30 am – 12:30 pm for the morning court session; transportation required.**
 - Domestic violence court advocacy experience required.
 - Spanish fluency preferred but not required.
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