



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 Internship:

This position will be supervised by the Director of Court Advocacy and Community Response. In addition to your online application, please include an updated resume and cover letter in an email to: (bmcenaney@compassctr.org)

Court Responsibilities (6-8 hrs/week):

- 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 (10-12 hrs/week):

- 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.
- Conduct quality review of court notes for documentation and reporting purposes.
- 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, disability, sexual orientation, or gender identity.
- Complete a **42-hour advocate training** (or present documentation of similar training).
- Complete additional court advocacy training and shadowing as needed.
- Must be available **Thursdays at 8:30 am for the morning court session; transportation required.**
- Experience working within the court system preferred but not required.
- Spanish fluency preferred but not required.
- Complete online application: <http://compassctr.org/get-involved/volunteer-opportunities/>