



OUTREACH AND PREVENTION INTERN DESCRIPTION

Galveston, Texas

JOB SUMMARY

This Internship plays an integral role in community outreach and violence prevention efforts for the Resource and Crisis Center of Galveston County (RCC). Including sexual violence and domestic violence prevention (youth engagement, community education, and awareness building), volunteer participation (recruitment, and training) special event planning (organization and promotion), marketing and public relations (social media and printed materials).

ESSENTIAL INTERNSHIP FUNCTIONS

- Educate the community on RCC services, sexual assault and domestic violence, and all other topics relevant to the mission of RCCGC.
- Attend and present at relevant conferences, volunteer fairs and organizations.
- Participate in the community awareness campaigns such as Domestic Violence.
- Awareness Month, Sexual Assault Awareness Month and National Crime Victims' Right's Week, etc.
- Assess the needs of the community in which prevention programming will be implemented, as well as the needs of underserved populations within that community, Assist with development and conduct domestic violence and sexual assault prevention trainings.
- Assist with development and disseminate educational guides & trainings for professional groups and general community populations.
- Documentation of all services for grant reporting and data base entry
- Establish community support for donations and drives.
- Assist with coordination for donations to get to the various programs.
- Support the program with growing social media presence.
- Promote RCC through various outlets (print, internet, etc.)
- Establish relationships with volunteer programs from universities, clubs, civic groups, community groups etc. and with individuals.
- Assist with training volunteers for RCCGC.
- Attend mandatory weekly meetings with staff.
- Other duties as assigned.

SCHEDULE

Outreach and Prevention Interns must be available during M-F 9:00 am – 5:00 pm business. Supervision may be given in groups along with other interns and will only be offered during business hours. Interns can complete weekend hours if desired; however, student must be available for training and supervision during business days (M-F) and business hours (9:00 am – 5:00 pm)

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SUPERVISION RESPONSIBILITY

This position reports to a Field Supervisor and Task Supervisor. There are no direct reports to this position.

Field Supervisor:

- Responsible for weekly, reflective supervision to work towards achieving intern's learning objectives, goals, competencies, and progress
- Reinforce the student's identification with the purposes, values, and ethics of the profession
- Foster the integration of empirical and practice-based knowledge; and to promote the development of professional skills and competencies

Task Supervisor

- Orient intern to agency and their specific program
- Responsible for Intern's learning on a particular task, case, project, or experience
- Provide primary, direct supervision of daily activities
- Work in collaboration with the Field Instructor to ensure that the Interns learning goals

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this internship. While performing the functions of this internship, the employee is regularly required to stand; walk; sit; use hands to operate various office machines and/or equipment; and reach with hands and arms. The employee frequently is required to speak and hear clearly. The employee is frequently required to stoop, kneel, crouch, crawl, and lift approximately 20 lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment characteristics described herein are representative of those an employee/intern/volunteer encounters while performing the essential functions of this role which is primarily an office environment.

TRAINING

Outreach and Prevention interns must be willing to complete onboarding training prior to official "start" of internship. These hours (about 20-30 hours) will not count for internship non-contact hours, as they need to be completed before interns begin interacting with clients at the Resource and Crisis Center.



EDUCATION & EXPERIENCE

Required:

- Completing a bachelor's or a master's degree in social work, public health, or a related field.
- Possess the ability to communicate effectively verbally and in writing.
- Possess excellent organizational, interpersonal, and planning skills.
- Must be able to establish rapport with others as a requisite for healthy and therapeutic relationships.
- Must be able to present oneself in an appropriately personable and professional manner to clients and staff.
- Must be able to weigh and evaluate personal needs, client needs and the aims and policies of RCCGC, and to respond and negotiate these competing needs as appropriate.
- Must be able to remain calm and supportive in psychological emergencies and/or crises.
- Must have an enhanced level of self-awareness around how he or she relates to others and an ability to effectively modify this personal style as conditions warrant.

Preferred:

- Knowledge (educationally or experientially) of skill in any or all of the following: crisis intervention; hotline and emergency response; victim's rights and available services; domestic violence; sexual violence; law enforcement and court procedures.
- Knowledge (educationally or experientially) with trauma theory and working with survivors of trauma.



I have received, reviewed, and fully understand this internship description. I understand that I am responsible for the satisfactory execution of the all the essential functions as described. I understand that these internships are unpaid by the agency.

Name: _____

Signature: _____

Date: _____