

## IPSS VOLUNTEER/ INTERNSHIP DUTIES STATEMENT

1. Barbara Saville Shelter (Actually location is confidential until intern starts)  
1130 North 11<sup>th</sup> Ave  
Hanford, CA 93230

2. **POSITION TITLE:** Volunteer/Intern Advocate

**IMMEDIATE SUPERVISOR:** Intervention, Prevention and Supportive Service Director

### General Statement of Responsibility

Under the direct supervision of the Intervention, Prevention and Supportive Service Director, volunteers/interns may assist with providing advocacy for families and individuals participating in IPSS projects, including: Domestic Violence Assistance Program, Rape Crisis Program, XC County Victim Services (Human Trafficking and Elder Abuse), HUD Housing Projects, and Cal Learn.

### Example of Duties

- Interview families entering the BSWs to assess the level of family and individual functioning and make appropriate referrals to community agencies and organizations for support services.
- Assisting the Legal Advocates with Temporary Restraining Orders and court accompaniment.
- Assisting IPSS staff with outreach activities
- Assisting Cal Learn Case Managers with activities related to pregnant and parenting teenagers.
- Assisting HUD Case Managers with activities related to housing and homelessness.
- Provide assistance to “special needs” families requiring services, such as translation (English/Spanish), crisis counseling for families and individuals experiencing acute domestic violence trauma, sexual assault, human trafficking, elder abuse, and teen parenting.
- Assists with developing individualized goal plans for each family or individual that includes specific goals, objectives, and action steps to be achieved over the short term.
- Assist with monitoring implementation of the family or individual goal plan through weekly meetings.
- Interprets and enforces applicable KCAO and IPSS policies, rules and regulations to clients.
- May assist with preparing and maintaining case records, reports and answering correspondence.
- May assist with providing direct services such as peer counseling, information and referrals, and advocacy as needed.
- May assist with answering crisis calls and helping client’s access appropriate services.

- May attend professional training and meetings, as requested.
- May attend department staff meetings, as requested.
- Notify clients of community events pertinent to their individual case plan.
- Provide resource and referral information to shelter clients.
- Perform other duties as assigned.

### **Education/Experience**

Enrollment in an accredited college or university and active participation in an approved academic program.

### **Desired Qualifications & Requirements**

- Knowledge of and sensitivity to issues and needs of battered women/children.
- Knowledge and experience accessing community resources such as permanent housing, health care, public assistance, job training and others.
- Experience facilitating group activities required.
- Excellent verbal and written communication skills.
- Proficient in public speaking.
- Bilingual (Spanish speaking) required.
- Must have understanding of and sensitivity to cultural, economic and language differences.

### **Other Requirements**

- Reliable, insured transportation and valid California Driver's License.
- Must be able to meet KCAO requirements that include:
- Fingerprint clearance with child abuse index.
- TB clearance.
- Home telephone.
- Complete 40-hour domestic violence certification desirable.
- Shelter open 7 days a week, 24 hours a day.

### **3. How to Apply**

- Follow the instructions on our website. [Volunteer — KCAO](#)
- Contact Savino Perico, [sperico@kcao.org](mailto:sperico@kcao.org) or (559) 415-7213