



## Sexual Violence Resource Center

*Dedicated to helping all survivors of sexual violence*

**Blue Earth County Department of Human Services**

410 South Fifth Street • Mankato, Minnesota 56001

Telephone: 507-304-4319 • Fax: 507-304-4387

[www.co.blue-earth.mn.us/svrc](http://www.co.blue-earth.mn.us/svrc)

[svrc@co.blue-earth.mn.us](mailto:svrc@co.blue-earth.mn.us)

### NON-PAID INTERN POSITION DESCRIPTION

<b>Title:</b>	Intern
<b>Hours per Week:</b>	Minimum of 6, maximum of 40/On-Call Requirements
<b>Length:</b>	Minimum of one semester; maximum of nine months
<b>Immediate Supervisor:</b>	Program Coordinator

#### Internship Guidelines

The Blue Earth County Sexual Violence Resource Center strives to adhere to the highest legal and ethical standards because "it is the right thing to do" and we recognize that public trust and confidence in the Blue Earth County Sexual Violence Resource Center is the very reason for our continued existence.

The Blue Earth County Sexual Violence Resource Center has adopted an ethics policy and volunteer guidelines that each and every volunteer must sign and adhere to during their role as volunteer. By doing so, such individuals acknowledge their personal obligation to maintain the highest standards of ethical conduct and agree, among other things, not to commit acts contrary to those standards or to condone the commission of such acts by other within the Blue Earth County Sexual Violence Resource Center.

**Summary:** This internship is designed to prepare a student for paid employment in the human service field. Specifically, the internship will prepare a student wishing to enter victim services, victim assistance, sexual assault programs, crisis intervention work, services for youth victims, or any profession with victim contact work (shelters, probation, corrections, law enforcement, law, counseling, social work etc.). This internship is also designed to expose the student to our agency, the services we offer, crime victims, the criminal justice system, advocacy, social change efforts and the daily management of a government agency.

**Prerequisite:** Must have successfully completed volunteer training

**Goals and Objectives:** Under the direct supervision of the Program Coordinator, the intern may learn and perform any of the following depending student and the student's program, department or academic focus:

- General understanding of sexual violence
- How to provide advocacy for crime victims
- How to provide support services to victims
- An understanding of crisis intervention
- An understanding of systems change
- Prevention efforts
- Volunteer relations
- An understanding of Safeline
- An understanding of civil and criminal court processes
- County government organization and funding
- An understanding of the Minnesota Center for Crime Victim Services
- An understanding of Minnesota Coalition Against Sexual Assault
- Experience and understand the importance of working in coordination with other professionals

#### **Responsibilities and Duties:**

- Must complete ONE major project during your volunteer experience
- To abide by all policies and procedure of the Blue Earth County Sexual Violence Resource Center including, but not limited to: Code of Ethics, Confidentiality, Reproductive/Pregnancy Options, Leave of Absence, Suspension and Termination Policy, Reasons for Dismissal Policy, and Philosophy Statement.





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## INTERNSHIP APPLICATION

### Applicant Information

**Name** \_\_\_\_\_  
 Last First Middle Initial

**Address** \_\_\_\_\_  
 Street City State Zip

**Numbers** ( ) ( ) ( )  
 Mobile Home Work

**Email** \_\_\_\_\_  
 Email Address

### Educational Information

**School** \_\_\_\_\_  
 School Name

**Address** \_\_\_\_\_  
 Street City State Zip

**Program** \_\_\_\_\_  
 Department Major  Graduate  Undergraduate

\_\_\_\_\_  Undergraduate

\_\_\_\_\_ Expected Graduation Date \_\_\_\_\_ Minors (if applicable)

### Advisor's Information

**Name** \_\_\_\_\_  
 Name Title/Position

**Address** \_\_\_\_\_  
 Street City State Zip

**Numbers** ( ) \_\_\_\_\_  
 Telephone Number Email Address

### Internship Information

**Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Suggested Start Date Suggested End State Proposed Credits Number of Hours

<b>Proposed Days and Hours</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	_____ am/pm	_____ am/pm	_____ am/pm	_____ am/pm	_____ am/pm
	to:	to:	to:	to:	to:
	_____ am/pm	_____ am/pm	_____ am/pm	_____ am/pm	_____ am/pm

**Current or Previous Volunteer Experience Summary**

Please summarize any current or previous volunteer experience below. Please include the organization, dates, duties, and reason(s) for leaving. Attach additional sheets if necessary.

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**Current or Previous Work Experience Summary**

Please summarize any current or previous work experience below. Please include the organization, dates, duties, and reason(s) for leaving. Attach additional sheets if necessary.

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**Transportation and Vehicle Information**

**Driver's License:** Do you have a valid driver's license?  
 Yes  No

**Vehicle Available:** Do you have a car available to you?  
 Yes  No

**Insurance Information** Insurance Company: \_\_\_\_\_  
Policy Number: \_\_\_\_\_  
Dates of Coverage: \_\_\_\_\_  
Policy Holder's Name: \_\_\_\_\_

**Opportunities and Interests**

The Sexual Violence Resource Center offers the following opportunities. Please check areas of interest.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Short-term Confidential Counseling/Advocacy | <input type="checkbox"/> On Call Crisis Intervention Advocacy | <input type="checkbox"/> Community Education and Public Speaking |
| <input type="checkbox"/> Medical Advocacy                            | <input type="checkbox"/> Legal System Advocacy                | <input type="checkbox"/> Research                                |
| <input type="checkbox"/> Internships                                 | <input type="checkbox"/> Program Development                  | <input type="checkbox"/> Organizational Office Work              |
| <input type="checkbox"/> Other: _____                                |   |  |

**Please list three references which you have known for at least one year, excluding relatives.** For example: paid employment, volunteer experience, instructors, etc.

**Reference #1**

**Name** \_\_\_\_\_  
Name Title/Position

**Address** \_\_\_\_\_  
Street City State Zip

**Contact** ( ) \_\_\_\_\_  
Telephone Number Email Address

**Reference #2**

**Name** \_\_\_\_\_  
Name Title/Position

**Address** \_\_\_\_\_  
Street City State Zip

**Contact** ( ) \_\_\_\_\_  
Telephone Number Email Address

**Reference #3**

**Name** \_\_\_\_\_  
Name Title/Position

**Address** \_\_\_\_\_  
Street City State Zip

**Contact** ( ) \_\_\_\_\_  
Telephone Number Email Address

**Additional Attachment**

Please attach the following:

- A current copy of your resume.
- A one page essay detailing why you would like to complete your internship with the Blue Earth County Sexual Violence Resource Center.
- The Goals and Objectives of your internship (the following page).

If you have any questions regarding this application or an internship with the SVRC, please contact the:

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**In order to be sure this internship experience is successful, please complete the following goals , objectives, and success indicators:**

**1. Goal:** \_\_\_\_\_

- Objectives:**
- 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_

**Success Indicators:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Goal:** \_\_\_\_\_

- Objectives:**
- 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_

**Success Indicators:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Goal:** \_\_\_\_\_

- Objectives:**
- 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_

**Success Indicators:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_