

**Position: Intern, Alder Program**

Organization: Sexual Assault Resource Center

Supervisor: Volunteer Coordinator and licensed clinician in SARC's Alder Program

FTE: Varies, ranges from 6 to 16 hours/week; commitment of 9 months required

Compensation and Benefits: None, other than those required by law



**About SARC**

The Sexual Assault Resource Center (SARC) of Washington County, whose mission is to promote social justice by ending sexual violence through advocacy, support and education, was founded in 1977 and remains a unique fixture today in Oregon as one of the two remaining stand-alone non-profits dedicated to serving survivors of sexual assault. Our full array of free and confidential services to sexual assault survivors include a 24-hour support line as well as an in-person response team for survivors who are undergoing medical attention and/or filing a police report; case management; and individual and group mental health services through SARC's Alder Program, which provides sound trauma-informed and evidence-based mental health services to adolescent and adult survivors of sexual assault in an effort to prevent, eliminate, or in some cases at least reduce the effects of common trauma responses including depression and PTSD.

**Essential Responsibilities of the Position:**

Interns in our Alder Program participate in the program under the supervision of licensed mental health clinicians. The internship may be customized depending on the needs, interests, and skills of the student, the school's internship requirements, and the needs of the agency.

**• Function 1: Direct Clinical Work**

- Conduct phone screenings and in-person intakes to determine, in collaboration with SARC clinicians, the potential client's appropriateness for SARC services
- Under the supervision of a licensed SARC clinician, carry a regular caseload of clients and provide individual therapy, including drafting initial treatment plans, adjusting plans as needed based on diagnoses and assessments, maintaining accurate and timely client progress notes and case files, ensuring each client is aware of programmatic procedures and their rights as a client, providing clients with referral to outside resources and service providers as needed, and conferring with outside treatment providers as necessary
- Maintain strong professional and personal boundaries
- Exercise professional discretion and independent judgment
- Participate in professional development trainings and educational opportunities

- **Function 2: Data Collection and Reporting**
  - Collect and report statistics regularly in accordance with requirements of current funding streams and as directed by the Program or Agency Director
  - Assist in completing scheduled narrative reports required by current funding streams and as directed by the Program or Agency Director
  - Administer quality assurance surveys as directed by the Program or Agency Director
- **Function 3: Administrative Duties**
  - Complete SARC's 50-hour advocacy training
  - Understand and follow SARC policies and procedures
  - Update and/or create program forms as needed
  - Maintain all program equipment and supplies
  - Keep regular time sheets and expense reports
  - Attend SARC and Alder Program meetings
  - Work collaboratively with SARC's staff, interns, and volunteers
  - Participate in regular supervision with the designated Alder Program clinician

**Qualifications of the Successful Applicant:**

- Candidates from historically marginalized backgrounds strongly encouraged to apply
- Only candidates enrolled in a Master's Program for Social Work, Counseling, Marriage and Family Therapy, or other related field will be considered
- Knowledge, experience, and/or education in the anti-violence movement and in social work, public health, sociology, psychology, gender studies, community health, or related field
- Experience and comfort working with diverse populations
- Previous volunteer, internship, or work experience with crisis centers or social service organizations
- Strong written and oral communication skills
- Self-direction/self-management skills; ability to work collaboratively and independently
- Organizational, analytical, and problem-solving skills
- Ability to successfully manage multiple projects at once
- Familiarity with the following computer software: Word, Excel, and Power Point
- Successful passage of a thorough criminal background check

**To Apply:**

Please email [volunteer@sarcoregon.org](mailto:volunteer@sarcoregon.org) for an application or more information.