

Position: Intern, Case Management 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 Case Management Program participate in the program under the supervision of SARC's Senior Case Manager. 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: Case Management**

- Provide crisis intervention, emotional support, and information and referral to clients at hospitals and police departments and during criminal justice proceedings
- Assess, construct, and maintain case plans
- Link clients with relevant community resources and collaborate with service providers
- Support agency efforts in community outreach and education that promote program services, such as participation in educational workshops, seasonal community events, and other networking or community events
- Enter client data into electronic records database and maintain client files and information in accordance with agency policy
- Update resource binders and referral documents with updated and accurate information about local resources

- Support agency efforts in community outreach and education that promote program services, such as workshops, seasonal community events, and networking events
- Engage with the public to provide education about SARC's mission and services
- **Function 2: On-Call Advocacy**
 - Support the agency's 24-hour crisis response protocol by being on-call for six-hour periods to respond to crisis calls and provide in-person crisis response if necessary during the on-call shift
 - Stay within SARC's response radius (no more than 40 minutes from Providence St. Vincent Hospital on SW Barnes Road) during on-call periods
 - Provide compassionate, respectful, trauma-informed support and services for survivors and community members at designated locations
 - Provide relevant information, resources, and referrals to individuals as appropriate
 - Maintain strong professional and personal boundaries
 - Record and submit all data/information to the Crisis Intervention Program Manager at the end of every shift
 - Collect and report statistics regularly in accordance with requirements of current funding streams and 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 program meetings
 - Work collaboratively with SARC's staff, interns, and volunteers
 - Participate in regular supervision with the Volunteer Coordinator or Senior Case Manager

Qualifications of the Successful Applicant:

- Candidates from historically marginalized backgrounds strongly encouraged to apply
- Only candidates enrolled in a Bachelor's or Master's Program for Social Work, Psychology, Sociology, Gender Studies, Community or Public Health, or other related field will be considered
- Candidates with fluency in Spanish, Mandarin, and/or Russian strongly encouraged to apply
- Knowledge, experience, and/or education in the anti-violence moment
- 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 for an application or more information.