



# Compass Center for Women and Families

2015 Non-Profit of the Year, Chapel Hill-Carrboro Chamber of Commerce

PO Box 1057, Chapel Hill, NC 27514 • 919-968-4610 • [www.compasctr.org](http://www.compasctr.org)

## PAID Court Advocacy and Community Response Internship (15-17 hrs/wk):

This position will be supervised by the Director of Court Advocacy and Community Response. In addition to your online application, please include an updated resume and cover letter in an email to: Madison Burke ([dvcourt@compasctr.org](mailto:dvcourt@compasctr.org)). This internship position is eligible for a stipend of approximately \$3700.00 in exchange for a 12 month commitment. The stipend amount is not fixed and is subject to change. Position runs from mid February 2021- mid-February 2022, but start and end dates are flexible. Applications are due on 1/18/21 by 5 pm. In accordance with public health guidelines, work will be done remotely until conditions allow for safe in-person contact.

### Court Responsibilities (6-8 hrs/week):

- Directly and remotely assist clients in civil and criminal domestic violence court by providing:
  - o Crisis intervention, active listening, and emotional support to individuals and families.
  - o Advocacy for clients working with other community partners.
  - o Community resources and referrals to address client's needs.
  - o Legal information related to client's needs
- Keep accurate and appropriate documentation on client services; conduct outreach and follow up.

### Other Responsibilities (8-10-hrs/week):

- Maintain domestic violence protection order guide books and procedures.
- Weekly daytime shifts on domestic violence hotline
- Assist Director of Court Advocacy with civil and criminal court docket preparation.
- Pre and post court follow up with clients.
- Domestic violence protective order expiration reminder calls
- Conduct court advocacy survey's by phone
- Connect clients to appropriate Compass Center services and community resources
- Review and revise the court advocacy training manual.
- Create memoranda for domestic violence related legislative updates for staff and volunteers.
- Attend in-service trainings to present legislative updates.
- Attend Orange County Domestic Violence and Sexual Assault Response Committee meetings and take minutes.
- Complete special projects as requested.

### Intern Requirements:

- Must have a degree or be working towards a degree in a human services/social justice related field (i.e. political science, women's studies, pre-law, psychology, social work, criminal justice, etc.) OR have equivalent related experience
- Comfort in talking to and assisting individuals in crisis/in need of support around issues including but not limited to physical, emotional, psychological, sexual, and financial abuse.
- Comfort in working with all people who enter Compass Center, regardless of race, creed, color, national origin, age, gender, disability, sexual orientation, or gender identity.
- Commitment to racial equity and antiracist work, particularly in the context of the court/judicial system
- Complete a **42-hour advocate training** (or present documentation of similar training). **Training begins the week of 2/9 and is a mix of live Zoom calls on weekday evenings and self-guided video trainings.**

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- Complete additional court advocacy training and shadowing as needed.
- Must be available **Thursdays at 8:30 am-12:30 pm for the morning court session; personal transportation highly preferred.**
  - **Compass is currently not providing in-person court advocacy due to COVID-19; however, it is expected that we will return to court in-person during the course of this internship.**
- Experience working within the court system preferred but not required.
- Spanish fluency preferred but not required.
- Complete online application: <http://compassctr.org/get-involved/volunteer-opportunities/>

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