The Family Center, Inc.  
Helena, Arkansas

Mission Statement:  
The mission of The Family Center, Inc. is to address the issue of domestic violence in the Delta community at large by providing preventative care, treatment, and rehabilitation of persons without regard to race, color, creed, national origin, socioeconomic status, marital status, sexual preference, disability, or political affiliation, to those who are suffering from the effects of domestic violence. To initiate, direct, and participate in educational programs for preventative recognition of and encouragement of treatment of those persons adversely affected by domestic violence. To direct efforts to the overall improvements of the quality of life for those adversely affected by domestic violence. To provide sheltered housing for persons who have been battered. To recruit and train volunteers to assist in the furtherance of the battered person.

Internship Title:  
Homeless Advocate/Women’s Advocate

On-site Supervisor/Co-educator:  
Name: Gracie Gonner  
Title: Executive Director  
Email: ggonner0614@yahoo.com  
Telephone: (870) 338-8447  
Mailing Address: 406 Pecan Street  
Helena, AR 72342  
Physical Address (if different):

Additional Contact:  
Indicate if there is someone other than the mentor that the Shepherd Internship Program staff should contact.

Duties/Project Description:  
Interns will provide advocacy to those the agency serves, assist in helping clients set goals and work on goals to become self-sufficient, limited advocacy work in the battered women’s shelter, answer hotline calls, teach financial literacy classes to residents of the shelter and those identified individuals who receive services at the agency, have the opportunity to work with the children program offered by the agency, and assist in the application for grants for funding of the agency.

Qualifications:  
Someone who genuinely cares about the welfare of people, is culturally sensitive, and can perform multiple tasks. Keeping work with shelter residents in mind, interns should possess some teaching and listening skills. Prospective intern should also have some knowledge of the dynamics of human relationships, families, and working with people in poverty. There are no gender or racial preferences, but a male could not provide any

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direct services in the battered women’s shelter. However, they could provide services to women at the agency’s administrative office.

**Orientation Plan:**
Once interns arrive on site, they will receive training and orientation in accordance to the Arkansas Coalition Against Domestic Violence. Training will include learning how to answer hotline calls and perform client in-takes as well as the nature of working with victims of domestic violence.

**Supervision/Mentor Schedule:**
Interns will be supervised on site on a daily basis. The Volunteer Coordinator and Shelter Manager will supervise the interns and provide tasks for the interns. Additionally, the Executive Director will provide some supervision and be available at least once a week for a meeting to check in with the interns and answer any questions they may have.

**Non-English language requirement? No.**
**Specify language and level of proficiency needed.**

**Working Conditions:**
Interns will be provided with office and workspace including access to a computer. Interns are not required to provide their own transportation for duties performed during the work day.

**Preparation:**
Interns should familiarize themselves with the agency’s strategic plan and mission as well as complete research on homelessness and domestic violence.

**Is the organization accessible via public transportation? NO**

**Does the internship require use of personal vehicle? No, but encouraged**