Total Action for Progress
Roanoke, Virginia

Mission Statement: TAP helps individuals and families achieve economic and personal independence through education, employment, affordable housing, and safe and healthy environments.

Internship Title: TAP Domestic Violence Services (TAP DVS)

On-site Supervisor/Co-educator:
Name: Heather Sellers
Title: TAP DVS Legal/Court Advocate
Email: heather.sellers@tapintohope.org
Telephone: 540.283.4823
Mailing Address: P.O. Box 2868 Roanoke, VA 24001-2868
Physical Address (if different): 1633 Salem Avenue SW Roanoke, VA 24016

Additional Contact:
Annette Lewis, Interim president/CEO annettem.lewis6221@gmail.com 540.353.3198

Duties/Project Description:
• Completes all required training about TAP Domestic Violence Services policies, procedures, counseling practices, domestic violence related terms, identification of healthy relationships, community resources, voluntary service model and meaning of trauma informed care prior to providing services
• Create and implement individualized plans for survivors of domestic violence which includes but is not limited to assisting with goals for housing, education, employment, childcare, transportation, personal identification, and steps to sustaining a self-supporting safe lifestyle.
• Provide case management and crisis intervention services for clients who are survivors of domestic violence.
• Provide referrals to local human service agencies.
• Observe court procedures in domestic violence related cases while providing court accompaniment to eligible participants.
• Facilitate education and outreach sessions for general public.

Qualifications:
Essential Knowledge, Skills, Abilities:
• The mission, goals, and purpose of a non-profit community action agency.
• The issues facing victims of family abuse when trying to escape violence.
• The power and control and cycle of abuse theories related to domestic violence.
• The impact of domestic violence on victims, abusers, children and other family members.
• The role of the criminal justice system (law enforcement and the courts) in eliminating family violence.

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**SPECIAL REQUIREMENTS:**
- All interns are subject to screening, including criminal background checks. The cost of the screening and background checks will be paid by TAP.

**Orientation Plan:** In order to gain a better understanding of TAP as a whole, the intern will attend a new staff orientation. It covers essentials like the overall scope and mission of the agency, major policies and procedures, and a tour of other departments at TAP.

In addition, TAP DVS has its own orientation and training that the intern must complete before he/she can begin to participate in direct service activities with clients. A staff member, normally the TAP DVS Legal/Court Advocate, will be available to provide orientation which includes highlighting important passages in the manual, covering the various duties of the department, introducing intern to all staff and covering agency policies and procedures as applicable. The TAP DVS Legal/Court Advocate will provide Healthy Relationship Training and will provide the curriculum and train the intern so that the intern can represent TAP DVS at informational meetings or provide training to youth or others in the community.

**Supervision/Mentor Schedule:** TAP DVS staff works 8:30 a.m.–5 p.m. Monday through Friday. If Heather is not available, then another staff member will be available to assist the intern. Formal weekly meetings between the intern and supervisor will help assess the intern’s progress.

**Non-English language requirement?** None, but bilingual capability is helpful.

**Working Conditions:**
On-site at TAP-DVS office and out in the community to provide training or information at community meetings. TAP-DVS will provide office space and all necessary items (including access to computer, office phone, office supplies, etc.) in order for the intern to fulfill the internship duties.

**Preparation:**
Please see the attached portions of DVS training that the intern should review prior to beginning work at TAP DVS. The college will encourage the intern to read essays by former interns who worked with agencies addressing domestic violence and other applicable material.

**Is the organizational accessible via public transportation?** YES.

**Does the internship require use of personal vehicle?** TAP has a vehicle that is accessible to interns who are covered by TAP insurance. In order to be covered by TAP insurance, the intern will need to secure a driving record (fee reimbursed by TAP). The driving record will be reviewed by the TAP Finance Department to determine eligibility for TAP insurance. Once eligible, the intern will be added to the TAP insurance. In the absence of access to a TAP vehicle, the intern can drive his/her own vehicle or

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accompany a TAP DVS staff member. TAP will reimburse the intern for use of his/her own vehicle when traveling to and from a TAP DVS related activity.