

Dear Counseling Graduate Student:

Thank you for your interest in a graduate level counseling internship at the Hays-Caldwell Women's Center. Interns help us expand our assistance to victims of domestic violence, child abuse, and sexual assault and abuse. A counseling internship at HCWC can be a rewarding experience.

Safety is a primary concern at HCWC, because it is not uncommon for the victims we serve--men, women and children—to be living in unsafe situations. To promote safety, HCWC facilities are locked and gated; access is controlled. All employees, volunteers and interns must pass criminal background checks and reference checks. Information obtained is confidential as provided by law and is used and retained only as authorized by law.

All HCWC employees, volunteers and interns must complete HCWC Advocate Training, an intense 30-hour overview of abuse and an introduction to issues involved in serving HCWC clients. This free training is available to anyone in the community, (including graduate students who do not intern with HCWC) but is required for counseling interns. Advocate Training hours apply toward required internship hours.

To apply for a HCWC Graduate Counseling Internship:

- ◇ Obtain an application by emailing: **info@hcwc.org**
- ◇ Return your completed application to:

**Volunteer and Public Education Coordinator
HCWC
P.O. Box 234
San Marcos, TX 78667**

- ◇ Submit your application prior to the following deadlines:
Spring – December 14, 2009
Summer - May 10, 2010
Fall - July 15, 2010
- ◇ Initial Interview: After your application is reviewed, the HCWC Volunteer Coordinator will schedule an initial interview. A goal of the initial interview is to determine whether or not a counseling internship at HCWC could meet your needs and ours.
- ◇ References: You will need references from two people: one should be a professor you've taken a class from in the past year. The other can be another professor or a personal reference, but not a family member. At the interview, you will receive two post cards to give to your references. These post cards should be received by HCWC prior to the second interview.
- ◇ Notification: The Volunteer Coordinator will notify you whether or not you've been selected for a second interview.
- ◇ Second Interview: The Director of Counseling Services and the Clinical Supervisor will conduct second interviews with selected applicants. Background checks will be completed on all counseling intern applicants selected for second interviews.
- ◇ Final Selections: HCWC counseling intern selections will be made based on the interviews, reference checks and criminal background checks.
- ◇ Advocate Training: All counseling interns must complete Advocate Training before beginning counseling with HCWC clients.

For more information about HCWC counseling internships, please e-mail info@hcwc.org or call 512.396.3404, ext. 241. You may also learn more about HCWC through our website, www.hcwc.org.



Graduate Level Internship Application

Today's Date: _____ Semester of Internship (i.e. Fall 2010) _____

Have you ever been a client at HCWC? Yes No Date _____

Name: _____

Address: _____
Street City State Zip

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail: _____

Employer: _____ May we contact your work? Yes No

Please circle the best way to contact you weekdays, 9a – 6p? Work Home E-mail Cell Other

Emergency Contact: _____ Phone: _____

What University do you attend? _____

Undergraduate major _____ Graduate major _____

Expected graduation date _____

Who is your internship supervisor? _____

Phone Number _____ Email address _____

How many hours are you required to complete for your internship program? _____

Please specify your program's requirements for your on-site supervisor:

Please specify any other program criteria applicable for internship

What would you like to gain from your experience at HCWC?

What work/volunteer experience do you have working with survivors of child abuse, family violence and/or sexual assault & abuse?

Why did you choose to apply with HCWC over other internship opportunities?

When are you available? Weekdays Weekends Evenings

Please indicate the times you would be available during your internship:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9							
10							
11							
12							
1							
2							
3							
4							
5							
6							
7							
8							
9							

Are you bilingual? Yes or No

If yes, which language? _____ Speak Read Write

Have you ever been convicted for a violation (other than routine traffic violation) or are you currently on deferred adjudication or probation? Yes No

If yes, please list and describe offense and when it occurred:

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false information submitted in this application may result in my discharge.

Signature of Volunteer

Date

Signature of Parent or Legal
Guardian if under 18 years

Date

**HAYS-CALDWELL WOMEN'S CENTER
Skill Inventory**

Please check the skills that you have and would be willing to use as a volunteer for the Women's Center.

- Accounting
- Artistic
- Bilingual
- Career Building
- Carpentry
- Case Management
- Child Care
- Cleaning
- Computer Repair
- Computer Programming
- Copy Machine Operation
- Crisis Intervention
- Data Entry
- Decorating
- Dynamics of DV/SA
- Electrical
- Evaluation/Analysis
- Event Planning
- Facilitating Support Groups
- Filing
- Fundraising
- Gardening
- Heavy Lifting
- Grant Writing
- Graphic Design
- Hair Stylist
- Home Repair
- House Painting
- Influential Community Contacts
- Journalism
- Landscaping
- Legal Advice

- Library Science
- Licensed Counselor
- Listening
- Marketing
- Mentoring
- Microsoft Access
- Microsoft Excel
- Microsoft Publisher
- Microsoft Word
- Microsoft Powerpoint
- Networking
- Organizing
- Parenting
- Phone Skills
- Photography
- Peer Counseling
- Public Service Announcements
- Public Speaking
- Research
- Resume Development
- Sewing/Alterations
- Sorting Donations
- Special Event Planning
- Teaching
- Technical Writing
- Transport Furniture
- Transportation
- Training
- Tutoring
- Typing
- Volunteer Management
- Web Development

List any other skills you would like to use as an HCWC intern:



COUNSELING INTERNSHIP OPPORTUNITIES

- **Shelter Intern:** As a Shelter Intern, you'll support recent victims of domestic and sexual violence who are living in the HCWC shelter. You may:
 - Provide individual counseling for female and/or male shelter residents
 - Co-lead support groups for shelter residents
 - Provide play therapy and/or age-appropriate counseling for children
 - Conduct intake documentation for incoming shelter residents

- **Sexual Assault & Abuse Services Intern:** As a SAAS Intern, you'll support adult victims of sexual assault and childhood sexual abuse who are living in the community. You may:
 - Provide individual counseling for female and/or male victims of sexual assault and/or abuse
 - Co-lead support groups for adults molested as children or for recent victims of sexual assault
 - Respond to local hospital calls to support recent victims of sexual assault
 - Conduct intake documentation for incoming clients

- **Family Violence Outreach Program Intern:** As a FV Outreach Intern, you'll support adults and their children who are victims of domestic violence living in our community. You may:
 - Provide individual counseling for female and/or male victims of family violence
 - Co-lead a support group for victims of family violence
 - Co-lead a parenting program group
 - Respond to local hospital calls for support for victims of domestic violence
 - Conduct intake documentation for incoming clients

HAYS-CALDWELL WOMEN'S CENTER
Procedure Statement for Disqualifying Offenses for Intern Services

No person may serve as a direct service volunteer or intern with the Hays-Caldwell Women's Center (HCWC) who has ever been convicted of, been on probation for, or received deferred adjudication for any disqualifying offense, or has presently pending any criminal charges of any disqualifying offense before a determination of guilt is made, including any person who is presently on deferred adjudication. Direct service volunteers include those who serve clients or are unsupervised on HCWC property while clients are on the property.

Guidelines for Determining Disqualification

The following offenses are grounds for volunteer disqualification regardless of any extenuating circumstances.

- A. Felony crimes against family, sex-related offenses, child related offenses, murder, theft/robbery/burglary offenses, fraud related offenses and crimes against persons and property.
- B. All other offenses not otherwise described above may result in disqualification at the discretion of the Hays-Caldwell Women's Center. Factors considered by HCWC to determine disqualification include the nature and severity of the criminal conduct, the length of time since the offense occurred, the likelihood of rehabilitation (must be evidenced by community standing, employment, and references) and other factors that HCWC may deem appropriate under the circumstances.

Criminal Background Checks must be conducted on all direct service volunteers within 30 days of the beginning of volunteer service and *may be* repeated annually thereafter. Each volunteer or intern who is to be screened must complete *and sign* a Criminal History Records Check Statement, giving approval to HCWC and the Volunteer Center to perform the Criminal Background Check. **Criminal background checks are not submitted for applicants under the age of 18 years.**

If information from a Criminal Background Check lists one or more of the aforementioned disqualifying offenses, that information will be reviewed by the Volunteer and Public Education Coordinator, Executive Director and the appropriate staff member to make a determination of that individual's eligibility to act as a volunteer with the HCWC. If a prospective volunteer is denied a volunteer position based upon information received from DPS (The Texas Department of Public Safety), and, if upon review of that information the prospective volunteer feels that the information included is wrong or that it is not his or her record, the submission of fingerprints for a fingerprint check will be completed, *at the prospective volunteer's expense*, for positive identification unless the prospective volunteer can prove by other means that he or she is not the person on the criminal record.

Family Violence Programs

No one deserves to be beaten. HCWC offers 24-hour access to a safe, confidential shelter for survivors of family violence. Temporary emergency shelter is available for up to 30 days. In a cooperative group living environment, shelter residents are provided with food, clothing, and other necessities. Trained staff and advocates work with survivors of this crime to help them explore options available through all personal and community resources. Education and peer counseling on the dynamics of domestic violence are provided. Comprehensive services are also available to survivors of family violence who do not need shelter. The goal of the Family Violence Outreach Program is to end family violence in our families and community, through education, advocacy, and individual support that ensures the safety and well-being of each person.

Sexual Assault & Abuse Services

Sexual assault is never the victim's fault. Trained staff members and volunteers are available around the clock to respond when a sexual assault occurs. Their purpose is to provide support and advocacy for the survivor through medical and legal proceedings. Emotional support, individual and group peer counseling are available with the goal of helping the survivor maintain dignity and regain a sense of control and strength. Services are offered to adults who were molested as children and recent assault survivors. The Prevention Education Program is a comprehensive program which focuses on the prevention of sexual violence and/or sexual assault. The primary prevention educators collaborate with schools, community members, professionals and organizations to address the root causes of violence in order to prevent violence before it occurs.

HCWC is supported by the communities it serves in Hays & Caldwell counties through contributions from local governments, state and federal grants, United Way and individual contributions of time and money. The cornerstone of the agency's continued success is community support & involvement.



To Contact Us

Address

P.O. Box 234, San Marcos, TX 78667-0234

24 hour HELpline

512-396-HELP (4357)

Or

If out of our calling area, 1.800.700.HCWC (4292)

Website

www.hcwc.org

E-mail address

info@hcwc.org

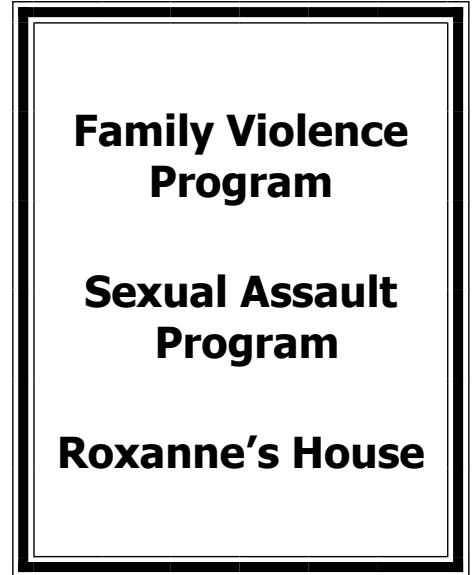
We are now accepting PayPal donations at www.hcwc.org

Membership Application

- Sponsor** entitles you to receive the *Networker*.....\$25
- Friend** entitles you to the *Networker*--
& pays for an educational presentation on abuse.....\$50
- Contributor** entitles you the *Networker*--
& pays for a recorded interview of a child victim of sexual abuse
to assist with the investigation.....\$100
- Sustainer** entitles you to receive the *Networker*--
& pays for shelter for a family for one week.....\$200
- Partner Member** entitles you to receive the *Networker*--
& pays for 6 weeks of counseling for a survivor of sexual
abuse.....\$500+

Name _____
 Address _____
 City _____ State and Zip _____
 Phone _____

Have the Volunteer Coordinator contact me about volunteer opportunities.



Serving Hays & Caldwell counties since 1978

All services are free and confidential

HCWC

Protection, advocacy and education for men, women and children

Philosophy

Physical, sexual, emotional or psychological abuse of one human being by another is unacceptable. The Hays-Caldwell Women's Center believes that all abuse diminishes or prohibits the full expression of life and growth that is every person's right.

Mission

The purpose of the Hays-Caldwell Women's Center is to create an environment where violence and abuse are not tolerated in the communities we serve. The Center will provide education, violence prevention services, and crisis intervention to victims of family violence, sexual assault and child abuse. We will seek the support and resources necessary to achieve this mission.

History

HCWC, originally known as the Hays County Women's Center, was formed in 1978 by a group of citizens concerned about women's issues. In 1980, HCWC opened one of the original six family violence shelters in Texas. In 1984, HCWC was one of the original ten sexual assault programs funded by the state. In 1994, the name was changed to Hays-Caldwell Women's Center to correctly identify the service area. In 1997, the Center added Roxanne's House, a children's advocacy center, for protection, advocacy and justice for children. Today, HCWC serves men, women and children who have been victims of family violence, sexual assault or child abuse.

Services

- **24-hour crisis response**
- **Assistance, advocacy and shelter** for survivors of **family violence**
- **Assistance and advocacy** for survivors of **sexual assault and child sexual abuse**
- **Legal advocacy and court accompaniment**
- **Community education and prevention programs** to increase awareness and understanding of family violence, sexual assault and child abuse
- **Information and referral** services
- **Opportunities for volunteers & student interns** to contribute to an agency committed to making positive changes in our society
- **Parenting programs** to facilitate the development of positive family relationships
- **Peer counseling and support groups**
- **Play therapy** for young children unable to participate in traditional "talk" therapy
- **Support groups** for survivors and supportive family members
- **DVD recordings of Forensic Interviews** of child abuse victims (arranged by law enforcement and CPS)

Roxanne's House

Roxanne's House is a children's advocacy center providing a child friendly facility where abused children come for counseling and to heal. A multi-disciplinary team coordinates a cooperative response to child abuse to smooth the way through the unfamiliar workings of law enforcement, the legal system and state agencies. Roxanne's House provides opportunities for activities which allow children to grow to responsible adulthood, free of threats to their dignity, physical safety and emotional well-being. Roxanne's House also offers programs for families which promote positive parenting skills and healthy parent/child/family relationships.

Volunteer Program

Volunteers are an essential part of HCWC. Some volunteer opportunities are:

- * Answering crisis calls from your home on the 24-hour HELpline
- * Providing support at the hospital for recent victims of sexual assault or domestic violence by serving on the Hospital Emergency Advocate Response Team (HEARTeam)
- * Organizing donations
- * Helping with children's programs and activities
- * Serving on the Board of Directors
- * Educating the community through the Speaker's Bureau and the Primary Prevention Program

For more details on specific opportunities, call the Volunteer Coordinator at 396-3404 or check out our website at www.hcwc.org. Volunteers must complete training before working in direct service capacities. Training to volunteers covers the dynamics of sexual assault, family violence and child abuse, as well as necessary skills in responding to abuse.

All Services are free and confidential