

Dear Potential Intern,

Thank you for your interest in interning with the Hays-Caldwell Women's Center. An internship is a very rewarding experience, and at HCWC, it's equally exciting! Our interns constantly help us improve & expand our services and spread the word that no one needs to suffer abuse alone!

The clients – men, women and children – we serve are vulnerable and their safety is of paramount importance. To address this issue, HCWC screens employees, volunteers and interns by conducting criminal background checks and reference checks. Information obtained is confidential as provided by law and will be used and retained only as authorized by law. In addition, all of our employees, volunteers and interns must complete HCWC Advocate Training. This is an intensive training commitment, however training hours “count” toward internship hours.

Below is an outline of how the process works, so you'll know what to expect!

- ◇ Please turn in your application by the appropriate deadline:
 - Spring - December 14, 2009**
 - Summer - May 10, 2010**
 - Fall - July 15, 2010**
- ◇ Your application will be reviewed and an initial interview scheduled with me, if appropriate. We “interview” each other to determine if this is a good internship match. During the initial interview, we'll discuss the various opportunities for an Internship, including programs you might be interested in working with, such as Roxanne's House, Family Violence Outreach, Family Violence Shelter, Sexual Assault & Abuse Services, Prevention Education Program and the Public Education Program.
- ◇ At the interview, you will receive two reference post cards. These should be returned before acceptance as an HCWC Intern.
- ◇ I'll contact you after the initial interview to let you know if you've been selected for a second interview with the program staff you're interested in working with or if this isn't a good match.
- ◇ Background checks will be completed on any Intern who might provide direct services or handle money.
- ◇ You will be notified of your acceptance as an Intern based on the interviews, reference checks and criminal background check.
- ◇ All interns must complete Advocate Training. Advocate Training is held at the beginning of Spring, Summer and Fall semesters. These hours count toward your Internship hours.

This process may seem a little overwhelming. If you would like more information about applying, please e-mail, info@hcwc.org or call, 512.396.3404, ext. 241. You may also learn more about us through our website, www.hcwc.org. If you would like to apply as an HCWC Intern, please return your completed application to:

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



Intern Application

Today's Date: _____ Have you ever been at client at HCWC? Yes No

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? _____

What is your major? _____ Undergraduate or Graduate Level? _____

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

Does your program require that your supervisor meet a certain criteria? If so, please specify:

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 volunteer opportunities?

When are you available? Weekdays Weekends Evenings

Please indicate the times in which you will be available to work at HCWC:

	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

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

Other skills that you would like to use as an HCWC Intern:

HAYS-CALDWELL WOMEN'S CENTER

INTERNSHIP OPPORTUNITIES

Prevention Education Program Intern: As an Intern with the Prevention Education Program working to prevent violence, you'll make our community a healthier, safer place You may:

- Co-facilitate Male Violence Prevention Groups
- Co-facilitate Female Empowerment Groups
- Make dynamic presentations to students in local schools on topics, such as Gender Respect, Personal Boundaries and Healthy Relationships
- Be a sponsor for a Texas PEACE (Peer Educators Acting for Change and Equality) Project group.
- Assist with student awareness activities, such as Green Ribbon Week
- Facilitate focus groups to gather information on the root causes of violence in our community
- Work with the team on community mobilization efforts to end violence before it begins

Roxanne's House Intern: As an Intern at Roxanne's House, you'll support child abuse victims and their families as they begin the healing process. You may:

- Co-facilitate a Parenting Program group
- Greet children & their families as they come in for counseling
- Assist children with homework while they're waiting for their counseling session to begin
- Help children prepare for trial through "RH Court School"
- Help with special RH projects, such as RH tours and Child Abuse Prevention Month

Shelter Intern: As a Shelter Intern, you'll support recent victims of domestic and sexual violence who need a safe place to stay. You may:

- Answer daytime HELpline (HCWC's crisis & information line) calls requesting shelter
- Help residents meet their needs by assisting with applications for housing, childcare and employment
- Organize shelter donations and supplies
- Support the Shelter Children's Program by providing creative and instructional activities to the children of the shelter residents
- Help with completing intakes on incoming shelter residents

Sexual Assault & Abuse Services Intern: As a SAAS Intern, you'll support adult victims of sexual assault and childhood sexual abuse in our community. You may:

- Help with special SAAS projects, such as Sexual Assault Awareness Month
- Support the Hays/Caldwell Sexual Assault Task Force
- Provide supportive activities for children whose parents are attending individual and/or group counseling

Family Violence Outreach Program Intern: As a FV Outreach Intern, you'll support adult victims of domestic violence and their children. You may:

- Provide supportive activities for children whose parents are attending individual and/or group counseling
- Co-facilitate a Parenting Program group
- Help with special FV Outreach projects, such as Domestic Violence Awareness Month
- Support the Caldwell County Family Violence Task Force
- Assist legal advocates and clients during court hearings

Public Education Program Intern: As a Public Ed Intern, you'll create a community where violence and abuse are not tolerated. You may

- Increase campus awareness by getting TX State organizations and departments involved
- Make presentations in the community to increase awareness of HCWC services
- Increase community understanding of child abuse, family violence and sexual assault through presentations and media
- Recruit volunteers and interns for HCWC programs
- Help with special agency projects, such as awareness month activities and fundraisers

HAYS-CALDWELL WOMEN'S CENTER

Intern's Agreement of Confidentiality

The Hays-Caldwell Women's Center is committed to the safety and welfare of its clients. The Center is also committed to the confidentiality of all information regarding its clients as a means of ensuring their safety.

Confidentiality is defined as the assurance that access to information regarding any client shall be strictly controlled, and that any violation of such control shall be a breach of faith. Confidential information shall include but is not limited to:

- Communications, information and observations made by, between or about adult and child clients, staff, volunteers, student interns and board members.
- Addresses of employment, residence and family addresses of clients, staff, volunteers, student interns and board members.
- Names of clients, staff, student interns and volunteers unless the individual provides written permission which is to be approved by the Executive Director.
- Photographs taken of clients, staff or volunteers.

Volunteers must never release confidential information, either over the phone or in person, about the Center and its clients without the express permission of the Executive Director or a designated staff member. This includes release of information to board members, criminal justice personnel, family members, community supporters or other interested parties.

I have read the Center's Agreement of Confidentiality and agree to abide by its conditions of confidentiality. I understand that these conditions apply to me as I serve as a volunteer and continue to be binding on me when I leave the Center, and that a violation may be grounds for termination of volunteer status and possible civil liability.

Signature of Intern	Date
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Signature of Parent or Legal Guardian if under 18 years	Date
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Signature of HCWC Witness	Date
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Traditionally, the names of the HCWC volunteers and their hours for a given year are posted in the annual report to the Board of Directors. Funders and other agencies may have access to this report. ***Initial if you would rather your hours posted as "Anonymous" in the next annual report.*** _____ Volunteer's names are usually posted in the newsletter that is published after the most recent advocate training. ***Please initial if you would rather not have your name posted in the newsletter.*** _____

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.

