

Dear Social Work Student:

Thank you for your interest in a social work 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 social work 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 students who do not intern with HCWC) but is required for social work interns. Advocate Training hours apply toward required internship hours.

To apply for a HCWC social work 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 social work 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 Programs and Services and Advocacy Specialist will conduct second interviews with selected applicants. Background checks will be completed on all social work intern applicants selected for second interviews.
- ◇ Final Selections: HCWC social work intern selections will be made based on the interviews, reference checks and criminal background checks.
- ◇ Advocate Training: All social work interns must complete Advocate Training before beginning work with HCWC clients.

For more information about HCWC social work internships, please e-mail [info@hcwc.org](mailto:info@hcwc.org) or call 512.396.3404, ext. 241. You may also learn more about HCWC through our website, [www.hcwc.org](http://www.hcwc.org).



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 (if applicable) \_\_\_\_\_

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

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What is your professional code of ethics?

\_\_\_\_\_

What does advocacy mean to you?

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Describe your experience working in the social services (volunteer, internships, professional)

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What specifically interests you about working in the field of family violence and sexual assault?

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

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

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

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When are you available?       Weekdays       Weekends       Evenings

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

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

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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:

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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.

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**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

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

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## **SOCIAL WORK INTERNSHIP**

### Responsibilities:

- Adhere to HCWC company policies and procedures
- Adhere to the Code of Ethics of both the National Association of Social Workers and the Texas State Board of Social Work Examiners
- Adhere to the HCWC Non-Violent Communication policy
- Meet with Advocacy Specialist for one hour, once a week for supervision
- Report to all shifts on time and contact Advocacy Specialist in advance to report absences and tardies
- Conduct yourself in a professional, ethical and culturally competent manner
- Discuss all questions and concerns with Advocacy Specialist

### Duties:

- Compile information on resources available in Hays and Caldwell Counties for the HCWC Resource Library
- Provide supportive activities for children whose parents are attending individual or group counseling
- Meet with clients to provide resources to meet their needs including: child care, housing, financial assistance, transportation, employment etc.
- Complete agency forms in a timely fashion including; service logs, advocate tracking system form and outcome measures form during client's initial meeting and 6<sup>th</sup> visit
- Provide supplementary front desk coverage to answer phones and allow clients entry into facility for appointments
- Assist Legal Advocates and clients during court hearings as needed
- Assist in outreach activities during Domestic Violence Awareness Month in October and Sexual Assault Awareness Month in April
- Assist in preparation for fundraising activities such as the annual auction in May
- Attend off- site visits to raise awareness about our agency and services
- Assist clients with the preparation/completion of documents including: creating resumes, applying for services etc.
- Accompany clients to file charges, to file protective orders, to court, to meet with prosecutors, to an appointment to assist with translations (for Spanish speaking clients) or to meet with another agency to assist a client in accessing necessary services within Hays and Caldwell Counties
- Inform clients about and accompany clients to donation center
- Participate on HEART team providing hospital response to assist survivors of sexual assault during the SANE exam and to provide resources to the survivor (optional)
- Participate on the HELP line providing 24 hour crisis intervention services to hotline callers (optional)

**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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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.

