

Dear Social Work Student:



Thank you for your interest in a social work internship at the Hays-Caldwell Women's Center. We accept both undergraduate and graduate level social work students.

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, interns and direct-service volunteers must complete HCWC Advocate Training, an intense 40-hour overview of abuse and an introduction to issues involved in serving HCWC clients. Advocate Training hours apply toward required internship hours.

To apply for a HCWC social work internship:

- Obtain an application from our website.
- Mail or fax your completed application to:

**Volunteer Coordinator**  
**HCWC**  
**P.O. Box 234**  
**San Marcos, TX 78667**  
*Fax (512) 353-2018*

- Submit your application several weeks or months prior to our scheduled training dates. Training begins:
  - **Fall – September 2, 2014**
  - **Spring – January 27, 2015**
  - **Summer – June 1, 2015**
- **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 Advocacy Program Director will conduct a second interview 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  
Kate Shaw, Volunteer Coordinator at [kshaw@hcwc.org](mailto:kshaw@hcwc.org) or call (512) 396-3404, ext. 222.  
You may also learn more about HCWC through our website, [www.hcwc.org](http://www.hcwc.org)



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 Program Director for one hour, once a week for supervision
- Report to all shifts on time and contact Advocacy Program Director in advance to report absences and tardies
- Conduct yourself in a professional, ethical and culturally competent manner
- Discuss all questions and concerns with Advocacy Program Director

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**  
*Serving Victims of Abuse*  
**Social Work Internship Application**

Today's Date: \_\_\_\_\_ Semester of Internship (i.e. Spring 2015) \_\_\_\_\_

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

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you hear about volunteering with HCWC? Check all that apply:

- Special Event / Career Fair  TV  Radio  Newspaper  Employer  Speaker  
 School  Our Website  Volunteer Match  TV  Current HCWC Volunteer  
 Other: \_\_\_\_\_

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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  
\_\_\_\_\_

What is your professional code of ethics?

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

Weekdays       Weekends       Evenings

	<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>							

Are you bilingual? Yes or No

If yes, which language? \_\_\_\_\_  Speak  Read  Write

Are you a current or former client of HCWC?  Yes  No

If you were a former client, please tell us when \_\_\_\_\_  
*(If you are currently a client or have been a client, there is a one year waiting period before you are eligible to volunteer.)*

Have you ever been convicted for a violation (other than routine traffic violation, i.e. a class C misdemeanor) 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 Applicant** **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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**HAYS-CALDWELL WOMEN'S CENTER**  
**Intern 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.**

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**Signature of Applicant**

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**Date**

