

Dear Prospective Intern;

Thank you for your interest in an internship with the Rockland Family Shelter. As you may be aware, we are a private, non-profit grassroots organization, dedicated to serving victims of domestic, dating and sexual violence. Please review our website for additional information on our program at www.rocklandfamilyshelter.org.

Enclosed is a packet including a Internship Description, Internship Application and Pledge of Confidentiality. Please complete the paperwork in its entirety and return to the RFS address, attention of Candy Pittari, Director of Outreach and Volunteer Services. You will be contacted after your application has been reviewed. Please be prepared to discuss what your institution requires of your internship/field placement experience and please check any restrictions that may exist with your school advisor prior to scheduling the interview.

We look forward to meeting with you.

ROCKLAND FAMILY SHELTER
NON-CLINICAL, UNDERGRADUATE INTERNSHIP PROGRAM

Rockland Family Shelter is a privately operated, grassroots, not-for-profit organization that offers free, confidential, multilingual, culturally sensitive services for survivors of domestic, dating and/or sexual violence and trauma. Services include: 24 hour hotline (845.634.3344), emergency shelter, counseling, children's services, support groups and educational programs.

SUNY, Harvard, Dominican and Ramapo students have successfully completed internships and field placements at Rockland Family Shelter.

Fields of interest covered by an internship with RFS may include: Administrative Duties of Non-profit Agency, Education, Psychology, Public Speaking, Public Policy, Social Activism, Social Services and Women's Studies.

RFS offers non-clinical internships under the supervision of the Director of Outreach and Volunteer Services. While non-clinical internship responsibilities are mostly of a clerical nature, students have extensive resources on domestic/dating/sexual violence and trauma and have the opportunity to participate in:

- Rape Crisis Counselor Training (Fall & Spring semester)
- Various professional conferences and workshops (year round)
- Domestic Violence Awareness Month (Fall semester)
- Domestic Violence/Sexual Assault Legislative Awareness Days
- Sexual Assault Awareness Month Annual Program (Spring semester)

JOB DESCRIPTION

Positions exist in various areas:

OUTREACH: Student will assist Director of Community Education and Volunteer Services. Student will receive an overview of the workings of a non-profit service organization as well as an in-depth understanding of domestic, dating and sexual violence.

Requirements: Student should be computer literate.

Position may include but is not limited to the following:

- Processing materials necessary for professional level trainings, presentations and workshops.
- Answer community requests for informational material.
- Assist in processing (mailing, faxing, etc.) media releases.
- Maintain press scrapbooks for archival purpose.
- Assist in planning and preparation for:
 - Annual Sexual Assault Awareness Program (Spring)
 - Annual Domestic Violence Awareness Program (Fall)
- Screen and return phone calls as directed by Supervisor.
- Process volunteer application requests, schedule appointments for interviews and check references of prospective volunteers.
- Word processing and data input as needed.
- Generate correspondence as needed.
- Staff Outreach display table at community events when possible.
- Attend agency training and seminars when possible.

Intern may also have the opportunity to:

- Accompany Outreach Director to presentations in schools, community organizations and professional level training.
- Participate in Rape Crisis Counselor Training (Fall and Spring semesters)
- Attend Domestic Violence and Sexual Assault Awareness Day in Albany (Spring semester)



Rockland Family Shelter

Domestic Violence & Sexual Trauma Services for Women, Children & Young Adults

2 Congers Road, New City, NY 10956

(845) 634-3391, FAX (845) 634-3396

Name: _____ Age: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone (Day): _____ (Eve): _____ (Cell): _____

Email: _____ Additional languages spoken: _____

Emergency Contact: _____ Contact Phone Number: _____

Why have you chosen Rockland Family Shelter as an internship/field placement?

What are your fields of interest?

What do you expect to learn/gain from our internship program?

What are some of your strengths?

In what areas would you like to see personal improvement?



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INTERNSHIP APPLICATION, P. 2

Are you computer literate? _____ If yes, what programs are you familiar with? _____

Are you being treated for any medical conditions? _____ If yes, please explain _____

REFERENCES

Please list three (3) references (**one person in a professional capacity** (professor, academic advisor, employer) and two others)

1. _____
Name Relationship to you

_____ Address Phone

_____ Town State Zip

2. _____
Name Relationship to you

_____ Address Phone

_____ Town State Zip

3. _____
Name Relationship to you

_____ Address Phone

_____ Town State Zip



Rockland Family Shelter

Domestic Violence & Sexual Trauma Services for Women, Children & Young Adults

These questions are to assess your knowledge of subjects you will be exposed to at this agency. This is not a test. There are no wrong answers. When answering, please be as honest as possible. Your answers are strictly confidential.

Have you ever had any experience with a survivor of domestic/dating violence? Yes _____ No _____

Have you ever had any experience with a survivor of sexual assault or childhood sexual abuse? Yes _____ No _____

What is your understanding of domestic dating violence?

What is your understanding of rape/sexual assault/incest?

What is your understanding of sexism/racism/heterosexism?



RFS PLEDGE OF CONFIDENTIALITY

I understand and commit to the following:

- I will not disclose any information about Rockland Family Shelter clients under any circumstances. This includes their name, address, phone number, location or any other identifying information.
- I will not disclose whether or not an individual is using or ever has used Rockland Family Shelter services.
- I will not disclose the location of the Emergency Shelter.
- I will not acknowledge or greet a client that I see outside of the Rockland Family Shelter unless they greet me first.
- I will respond to any inquiries about Rockland Family Shelter clients by stating that I am not authorized to discuss or disclose any information including whether or not an individual is a client or caller.

I received and have read a copy of the RFS Pledge of Confidentiality. I understand and agree to abide by the terms of the RFS Confidentiality Policy.

Printed Name: _____

Signature: _____

Position: _____

Date: _____