

## Emergency Shelter Program Internship

**Position Title:** Emergency Shelter Program Intern

**Project Timeline:** 2016-2017 Academic Year, 9-12 months  
12 hours min per week, Monday-Saturday  
*\*Flexible hours 9AM-9PM*



CENTER FOR THE  
PACIFIC ASIAN FAMILY

**CPAF's Mission:** To build healthy and safe communities by addressing the root causes and the consequences of family violence and violence against women. CPAF is committed to meeting the specific cultural and linguistic needs of Asian Pacific Islander women and their families.

**Emergency Program:** CPAF's Emergency Shelter Program provides short-term emergency housing for clients which include crisis intervention, trauma informed care, para-professional counseling, case management on all levels, and women and children's program development. This unique opportunity allows interns to immerse themselves in multiple aspects of CPAF's services.

**Project Description:** As a part of CPAF's Emergency Shelter Program, Interns will gain hands on experience working with the residential clients, both women and children, in a multi-cultural environment, through training and shadowing staff members.

An individualized internship plan will be created in order to ensure interns receive appropriate placement, experience, and supervision.

→ Training:

- i. Interns will be required to complete the state mandated training for Domestic Violence and Sexual Assault. This 65-hour training will be provided by CPAF.
- ii. Program orientations at all sites will also be provided to familiarize interns with the policies and procedures of our organization.

→ Case Management

- i. ES interns gain experience working with the women and children at our shelters and will gain understanding of the impact of trauma on women and children, as well as recognize child development patterns.
- ii. ES interns will practice trauma informed care, and identify the cultural complexities of working with different types of populations/demographics.
- iii. ES interns will observe Family Advocates as they provide paraprofessional counseling and case management for survivors at the shelter.
- iv. Interns will build towards maintaining an independent residential client case load, timeline to be determined between the intern and supervisor.

→ Program Development

- i. ES interns will develop programs for women to support their needs and to help clients self-advocate and to live independent lives.
  1. Program curricula for self-empowerment
  2. Program curricula for self-advocacy
  3. Program curricula for parenting support
- ii. ES interns will also develop programs for children to improve child care development
  1. Program activities that utilize create art as an emotional expression
  2. Program activities that reach milestones in motor skill development

→ Hotline

- i. Community Program Interns will support CPAF's 24/7 hotline by providing immediate crisis intervention and emotional support.
- ii. Interns will be responsible to fulfill a predetermined amount of hotline shifts each week.

**Requirements:** Current B.A Candidates  
Asian or Pacific Islander language skills desired, but not required.

Interested candidates please send cover letter, resume and application to:  
Elizabeth Denny, Volunteer Coordinator at [elizabethd@cpaf.info](mailto:elizabethd@cpaf.info)

\*Please note that this is an unpaid internship.

*marital status, disability, political affiliation or belief, veteran's status, or any other characteristic protected by applicable federal, state or local law. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.*