



Compass Center for Women and Families

2015 Non-Profit of the Year, Chapel Hill-Carrboro Chamber of Commerce

PO Box 1057, Chapel Hill, NC 27514 • 919-968-4610 • www.compassctr.org

PAID Court Advocacy Internship (10 hrs/wk):

This position will be supervised by the Court Advocacy Manager. Please submit a resume and cover letter in an email to: Morgan Charlier (dvcourt@compassctr.org). This position pays a total of \$3,700.00 for the year, paid hourly. The position runs from February 2022 to February 2023, but start and end dates are flexible. This position is a hybrid of in-person and remote work; however the hybrid model may be subject to change in accordance with public health guidelines. Applications are due by 11:59pm on Sunday, January 23rd.

Court Responsibilities (3-4 hrs/week):

- Directly and remotely assist clients in civil and criminal domestic violence court by providing:
 - Crisis intervention, active listening, and emotional support to individuals and families
 - Advocacy for clients working with other community partners
 - Community resources and referrals to address client's needs
 - Legal information related to client's needs
- Keep accurate and appropriate documentation on client services; conduct outreach and follow up

Other Responsibilities (4-6 hrs/week):

- Weekly daytime shifts on domestic violence hotline
- Assist Court Advocacy Manager with civil and criminal court docket preparation
- Pre and post court follow up with clients
- Domestic violence protective order expiration reminder calls
- Conduct court advocacy surveys by phone
- Connect clients to appropriate Compass Center services and community resources
- Review and revise the court advocacy training manual
- Attend Orange County Domestic Violence and Sexual Assault Response Committee meetings and take minutes
- Maintain statistical records and proper documentation on clients served
- Complete special projects as requested

Intern Requirements:

- Must have a degree or be working towards a degree in a human services/social justice related field (i.e. political science, women's studies, pre-law, psychology, social work, criminal justice, etc.) OR have equivalent related experience
- Comfort in talking to and assisting individuals in crisis/in need of support around issues including but not limited to physical, emotional, psychological, sexual, and financial abuse
- Comfort in working with all people who enter Compass Center, regardless of race, creed, color, national origin, age, gender, disability, sexual orientation, or gender identity
- Commitment to racial equity and antiracist work, particularly in the context of the court/judicial system
- Complete a **42-hour advocate training** (or present documentation of similar training)
- Must be available **Thursdays at 8:30 am-12:30 pm for the morning court session; personal transportation highly preferred.**
 - **In-person work at the courthouse is subject to change per public health guidelines regarding the COVID-19 pandemic**
- Experience working within the court system is preferred but not required
- Spanish fluency is preferred but not required