



Legal Advocacy Intern *(Direct Service - 2 positions)*

Description

Haven is the Gallatin Valley's non-profit serving survivors of domestic violence, sexual assault, stalking, and sex trafficking. Founded in 1979, Haven provides a 24-hour support line, emergency shelter, legal advocacy, counseling, and support groups for survivors of family violence. Haven also works towards prevention and education.

Legal Advocacy Interns work with Haven's trained Legal Advocates to support survivors with civil legal cases. Interns will answer our office phone line; offer Haven's participants emotional support, information, and referrals; assist with filing petitions for orders of protection and preparing for hearings; and accompany survivors during hearings.

Responsibilities

Prior Experience

- This position provides direct services to participants in high-stress situations and with complex legal needs. It is preferred that interns have prior experience with direct service or previous volunteer or professional experience in the legal system.

Training and Hours

- Meet with the Engagement Coordinator for an informational meeting prior to training
- Attend one of Haven's quarterly Volunteer and Internship Weekend Trainings
- Participate in training and shadow shifts with Legal Advocates within the first month after weekend training
- Participate in ongoing training and/or meetings with Legal Advocates as needed
- Required hours: Minimum of 5 hours per week
- Duration: Semester or year-long

Legal Advocacy

- Answer legal advocacy office phone line (in-person or remotely) during shift hours and record calls in iCarol database
- Determine eligibility for Haven legal advocacy services
- Provide crisis intervention, follow-up, support, advocacy, information, and referrals to survivors of domestic violence, sexual assault, and stalking
- Assist participants with petitioning for temporary and permanent orders of protection in the Bozeman area and surrounding courts
- Provide hearing preparation and accompaniment to participants during order of protection with Legal Advocates
- Assess for safety and lethality and assist with safety plan creation
- Maintain confidentiality for Haven participants in the legal system in accordance with advocate privilege requirements

Data Collection

- Accurately and consistently collect participant data utilizing various data collection tools (e.g., iCarol call reports/participant interactions, releases of information)
- Track utilization of services and resources

Other

- Attend Intern Direct Service Meetings when available and once weekly check-in meeting with supervising legal advocate
- Check in with Haven staff as needed for support in maintaining self care and personal boundaries while providing direct service

Physical Demand and Work Environment

This position requires sitting, walking, answering and dialing a phone, and talking one-on-one in close proximity in a usually quiet environment. Reasonable accommodations will be made to enable all individuals to perform the essential job functions.

Haven Protocol for Taking Calls at Home

- Have access to a personal cell phone.
- Ensure you have a space that is confidential in your house. You can do so via playing music, a fan, or sound machine placed between you and any outside entity not privy to Haven information, if you need a noise buffer. For example, place a noise machine outside your door between you and housemates.
- Let your housemates know you are taking calls and to not come into the confidential space you have created.
- Delete your call history at the end of your shift.
- If you are texting an advocate about a certain participant, only use their initials and delete the text at the end of your shift. It is always best to make a voice call, if you can.
- Shred or delete any notes you may have taken throughout your shift.

How to Apply

- Submit the online Volunteer and Internship Application found at havenmt.org/join-our-team