

### **Internship Opportunity**

*The New York City Mayor's Office to Combat Domestic Violence is accepting intern applications on a rolling basis.*

<b>Position:</b>	Intern, Staten Island Domestic Violence Response Team (DVRT)
<b>Location:</b>	100 Gold Street, New York, NY
<b>Time period:</b>	Fall, September – December 2014
<b>Compensation:</b>	Unpaid
<b>Schedule:</b>	Flexible schedule, about 20 hours/week

#### **Description of the Office:**

The Mayor's Office to Combat Domestic Violence (OCDV) formulates policies and programs, monitors the citywide delivery of domestic violence services, and works with diverse communities to increase awareness of domestic violence.

The Domestic Violence Response Team (DVRT), an OCDV program, provides rapid response to high-risk cases of intimate partner violence and elder abuse by facilitating interagency coordination and collaboration to effectively meet the service and safety needs of clients. DVRT seeks to preventatively reduce the incidence of homicide and develops recommendations to enhance and streamline the delivery of City services to domestic violence victims.

#### **Intern responsibilities include:**

- Contact DVRT referrals to schedule intake appointments, respond to questions, obtain updates, make referrals and conduct Exit Surveys;
- Conduct comprehensive intake appointments with DVRT clients, review service and safety needs, perform risk assessment, create safety plans and make referrals to partner agencies, as needed;
- Assist in scheduling and organizing monthly DVRT Team meetings, large and small-scale outreach events, trainings and conferences in Staten Island;
- Update DVRT databases with client, case, referral and Exit Survey information; and
- Attend monthly DVRT Team meetings and community meetings and events in Staten Island.

#### **Qualifications:**

- Advanced undergraduate student or current graduate student with a background in domestic violence or gender based issues, crisis intervention services, social services, and/or criminal justice is preferred;
- Ability to work with diverse populations and provide information, referrals and practical assistance to survivors of domestic violence;
- Excellent oral and written communication skills, self-directed, highly organized, flexible and eager to take on a variety of assignments;
- Strong Microsoft Office knowledge, including Excel; and
- Travel to various locations on Staten Island is required (most locations will be within walking distance of the Staten Island Ferry Terminal).

#### **To apply:**

**Complete a Mayor's Office Internship Application** at [www.nyc.gov/intern](http://www.nyc.gov/intern).

*On the last screen, you will be asked questions about how you found out about the internship. Indicate that you are applying to a specific posting for the Office to Combat Domestic Violence.*