

Pittsburgh Action Against Rape (PAAR)

81 South 19th Street
Pittsburgh, PA 15203

Eligibility:

MSW
COSA or Direct Practice

Terms, Days and Hours Available to the Intern:

Fall, Spring and Summer – minimum two semester commitment
The majority of intern hours will be accumulated Monday-Friday (9:00am to 5:00pm) but some time is required with the after-hours team (PAAR is a 24-hour program).

About PAAR:

PAAR is a community-based nonprofit organization and is the designated rape crisis center for Allegheny County. PAAR was founded in 1972 as a volunteer organization, and since its inception has a rich history of providing knowledge, skill-building and support for every member of the community. Today, the mission of PAAR is to respond, educate and advocate to end sexual violence which is accomplished through advocacy, counseling, prevention and education. Our advocacy and counseling services are available to those who have experienced sexual violence, regardless of age or gender identity. PAAR services are available at no cost. More information at www.paar.net.

Opportunities:

MSW interns work directly with the Victim Response Team, a 24-hour program providing direct service to victims and their loved ones including advocacy, accompaniment and short-term crisis counseling. The team is also responsible for systems advocacy, directly working to improve the experience of victims in various settings and in providing education to our system partners and the community about sexual violence, with the goal of working to build a trauma-informed, victim-centered approach.

Students will work in various settings as they accompany victims and their families including hospitals, police departments, Child Advocacy Centers, the criminal justice system, juvenile detention, child welfare and colleges/universities. Skills the student will learn include:

- Developing a victim-centered, trauma-informed approach
- Completing Intake, assessment, and crisis intervention in various settings
- Providing for basic needs and completing safety planning
- Providing short-term crisis counseling to individuals or families
- Empowerment-based advocacy, options counseling and accompaniment
- Implementing a psychoeducational model in group work
- Collaborating with other disciplines, systems and professionals
- Importance of confidentiality in advocacy

Requirements:

Prior to beginning, the student must complete the Sexual Assault Counselor (SAC) Training which consists of:

- Online training, completed independently and remotely
- Orientation (in-person at PAAR)
- Two days of in-person training at PAAR
- Mandated Reporter Training

Additional requirements include:

- Enrollment in an accredited MSW program

- Act 33/34, State and FBI clearances prior to the start of the internship

Special application process:

To request an internship with PAAR, visit www.paar.net and click the “Get Involved” tab. The website contains additional information about our intern opportunities, the training process and requires students to submit a resume, cover letter and two letters of recommendation to internships@paar.net

If you are interested in this opportunity, please contact your field coordinator at the School of Social Work.

PITTSBURGH ACTION AGAINST RAPE

Respond, educate and advocate to end sexual violence

JOB DESCRIPTION: ADVOCATE

POSITION PURPOSE

This position is responsible for the accompaniment of victims, families, and significant others through police, medical and legal proceedings, including colleges and universities. Advocates provides short-term victim response assistance, information, supportive counseling services. Advocates maintain the required agency/client documentation and client data for victims through criminal and/or juvenile court. This position will also be required to provide outreach and trainings to individuals in various systems that are in contact with victims and PAAR's services.

ORGANIZATIONAL RELATIONSHIP

This position is a member of the Victim Response Team and supervised by the Supervisor of Victim Response. This is one of several positions which interacts with community systems and members; therefore, carries responsibility for representing this agency.

ESSENTIAL FUNCTIONS

- Provide victim support and counseling, hotline support, awareness and case management to victims and significant others via various modalities and locations - phone, hospital, court, police, college campuses, etc.
- Provide advocacy and case management in all relevant systems
- Provide accompaniment to victim and family members
- Provide short-term crisis assistance, VCAP information and assistance in filing, referral, follow-up, compensation, and other supportive services
- Assist clients in all procedural services as required by PAAR and funders
- Collaborate/train/network with police, the District Attorney, legal personnel and medical personnel and any other relevant systems to ensure the best practices in the treatment of sexual assault victims
- Provide outreach and trainings to identified audiences
- Provide and report client/case documentation as required by agency
- Maintain client records through ETO software
- Provide all other procedural services as required by funders as needed by clients and significant others
- Assist in volunteer and staff training
- Attend all required agency meetings
- Undertake other duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in related field or equivalent work
- Experience in victim services and/or knowledge of sexual assault issues preferred
- Knowledge of legal, medical, law enforcement, social welfare systems a plus

Skills and Requirements

- Must complete state mandated forty (40) hour victim service training.
- ETO software training if necessary
- Ability to evaluate and assess the needs of clients and families in crisis
- Good communication (written and verbal) and assessment skills to advocate with medical, legal and human service systems
- Ability to identify and work with appropriate external and internal departments and systems
- Comfort with the sensitivity to needs/expectations of clients and professionals with varied ethnic, socioeconomic and philosophical perspectives
- Flexible, non-judgmental and able to deal with frustrations
- Must be able to work flexible schedule – some evenings and weekends
- Literate in Microsoft Office, competent in Microsoft Outlook
- PA Acts 33/34 certifiable
- Must have a car
- Must adhere to professional ethics and agency policy on confidentiality
- Philosophical orientation compatible with PAAR's philosophy and mission

SPECIALIZED EQUIPMENT

Personal Computer word processing and spreadsheet software, and general office equipment

PHYSICAL DEMAND

Must be commutable, with no unusual physical demands, significant amounts of time spent other locations, must be able to travel between sites .

The physical effort typically applied in this job includes:

Sitting	65%	Standing	15%
Walking	10%	Lifting	0% (15 lbs or less)
Carrying	0%	Keyboarding	10%

WORKING CONDITIONS: The job is typically performed under generally comfortable working conditions; (work often conducted in court or other public buildings).

ATTENDANCE: The Advocate is expected to comply with company attendance standards; the nature of some positions may require different standards in order to fulfill the essential functions of the job.

Compliance with general agency standards is acceptable.

This job description is a summary and is not meant to cover every aspect and detail of the job. The Executive Director/Supervisor may add, delete, change or modify any part of this job at any time. The agency will make reasonable accommodation for known physical or mental limitations of a qualified employee/applicant with a disability providing the accommodation does not impose an undue hardship or significant risk of substantial harm to the individual, others, the agency's operations or upon the quality of service.

POSITION CLASSIFICATION EXEMPT