



Anna Marie's Alliance

Internship Application

Office Use:	
Received:	_____
Interview:	_____
Background check:	_____
References:	_____
Confidentiality	_____
Driver's License:	_____
Valid Insurance:	_____
Orientation:	_____
Program Training:	_____
DB/File:	_____
Start Date:	_____

Deadlines: Spring semester: November 15
 Summer I & II terms: March 15
 Fall semester: May 1
 Professional internship: Rolling

Only applications for full-time internships (150 or 20hrs/wk minimum-450 hrs or 30 hrs/wk preferred) will be considered.

Please include with your application:

1. A copy of your current resume
2. A list of references (including at least one work reference; do not include relatives)
3. At least two goals or objectives for the internship

Please print, complete, and mail the application and enclosures to:

Volunteer Services, P.O. Box 367, St. Cloud, MN 56302
 or fax to (320) 253-5563
 or email to KimS@annamaries.org

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Full Name: _____

Current mailing address: _____

City: _____ State MN Zip Code: _____

Home phone: _____ Cell Phone: _____ Work Phone: _____

Preferred email address: _____

INTERNSHIP POSITIONS

Please place a ✓ next to the internship positions in which you are interested:

 Women's Advocate Intern (available to women)

Support Women's Advocacy staff in the following ways:

- Provide information, advocacy, and support to clients at Anna Marie's shelter and at St. Cloud Hospital.
- Respond to/direct/follow up with crisis telephone calls, arrest calls, and general phone calls.
- Provide transportation to women residing at Anna Marie's.
- Maintain written documentation, internal logging, and record keeping.
- Assist in preparing Orders for Protection and/or Harassment Restraining Orders.
- Assist support/education groups.
- Help women residing at Anna Marie's with daily needs.
- Maintain confidentiality of all Anna Marie's clients and staff.
- Support overall team environment.

 Child/Youth Advocate Intern (available to women and men)

Support Child/Youth Advocacy staff in the following ways:

- Provide support and advocacy for the needs of youth that have experienced violence at home.
- Respond to women and children in crisis and redirect children's behaviors in healthy ways.
- Provide child care/recreation for children while mothers attend support groups, doctor's appointments, legal appointments; prepare for and attend court hearings; apply for assistance; look for housing, work, or schooling; go to work or school; etc.
- Complete intake interviews and assessments with mothers and children.
- Assist with support groups for children and parent education groups for mothers.
- Maintain confidentiality of all Anna Marie's clients and staff.
- Support overall team environment.

Criminal Justice Intervention Advocate Intern (available to women)

Support Criminal Justice Intervention Advocacy staff in the following ways:

- Track court cases regarding arrests, assault charges, and protective order violations.
- Talk with women about the court process and help them prepare for various stages in the process.
- Accompany women to court hearings regarding assault charges or protective orders.
- Follow up with law enforcement, prosecution, etc. on behalf of assault victims.
- Maintain files on assault victims in conjunction with cases.
- Monitor and report court responses to victims of domestic abuse and perpetrators.
- Assist with weekly Safety-Planning Sessions with women from the community who are considering dropping no-contact orders already in place.
- Maintain confidentiality of all Anna Marie's clients and staff.
- Support overall team environment.

INTERNSHIP REQUIREMENTS

Is this internship a requirement for coursework? Yes ____ No ____

If yes, name of school/institution: _____

Name of program: _____

Year/level in program: _____ GPA: _____

Instructor/Supervisor/Advisor's name and title: _____

Instructor's address: _____

Instructor's phone: _____ Fax: _____

Semester for which you are applying: _____

Anticipated start date: _____ Anticipated end date: _____

How many hours are required? _____ Required completion date: _____

Are you interested in giving more hours than you are required to give? Yes ____ No ____

If yes, how many? _____

Please note that all internships at Anna Marie's require 150 hour a 20 hour per week minimum commitment.

Is any evaluation of your work required? Yes ____ No ____

If yes, please explain and give date(s) required: _____

BACKGROUND, EXPERIENCE, KNOWLEDGE, SKILLS, AND INTERESTS

Educational background, including degrees earned:

Please place a ✓ next to the knowledge and skill areas below that apply.

Have you professionally worked with people experiencing:

_____ domestic abuse _____ homelessness _____ mental illness _____ chemical dependency

If yes, please describe the service: _____

Language Skills

1. Do you speak and read English? Yes _____ No _____

2. Do you speak or read any languages other than English? Yes _____ No _____

If so, specify language(s) and fluency: _____

Would you be willing to translate? Yes _____ No _____

Other Skills/Experience

Other skills/experience that you think might be helpful to Anna Marie's Alliance:

Driving Record/Information

1. Do you have a valid driver's license? Yes _____ No _____

2. Do you have valid car insurance? Yes _____ No _____

3. Have you had any traffic violations in the last three years? Yes _____ No _____

If yes, please specify: _____

GENERAL INFORMATION QUESTIONNAIRE

1. Please list any training or experience you have had in Human Services and/or Crisis/Support Services.

2. Without compromising your privacy, briefly explain your interest in interning at Anna Marie's Alliance.

3. Briefly describe the problem of domestic abuse as you understand it (i.e. why abuse exists, clues or red flags that someone may be abusive or in an abusive relationship).

4. Briefly describe issues that may arise for children witnessing or experiencing domestic abuse.

5. What do you think will be the most difficult aspect of this work?

6. Please list specific days and times you are available for your internship.

I authorize Anna Marie's Alliance to contact the enclosed references. I certify that all information contained in this application is true and verifiable to the best of my knowledge. I also understand that all information contained within this application packet will remain confidential.

Signature

Date

Thank you for your interest!

Coordinator of Volunteer Services
Anna Marie's Alliance/P.O. Box 367/St. Cloud, MN 56302
Phone: 320.253.6900 Fax: 320.253.5563

updated: 4/2/15