



SACIS/CAISA

Internship Application

HOW DO I KNOW IF THIS IS THE RIGHT INTERNSHIP FOR ME?

You are not currently struggling with substance abuse or self-harm

You have a strong support system in place and can identify those who would be supportive of your internship experience

You have strong writing, editing, and communication skills

You are detail-oriented, dependable, and proactive

You are well-organized, flexible, and dedicated to helping in a support role

You are capable of succeeding while working independently or in collaborative settings

You are an energetic and enthusiastic person who can succeed in a fast-paced, high-energy environment

You have the ability to conduct yourself in a calm and professional demeanor when dealing with the public and/or difficult situations

You have good problem-solving abilities and analytical skills

You have the ability to meet deadlines, manage multiple responsibilities simultaneously, and provide effective follow-up with staff

You have experience with social media platforms like Instagram, Facebook and Google Suite

You have completed or are willing to completing the 40-hour Crisis Intervention Training

*Please include a resume and cover letter with this application.

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PERSONAL INFORMATION

Date: __/__/__

Name: _____

First Name

Middle Initial

Last Name

Gender Identity and pronouns: _____

Birth Date: __/__/__

Home Address:

Phone: _____

Can we text you with reminders and updates? Y N

Email Address:

Name of school: _____

Current Year: _____

Employer: _____

How Long: _____

Position: _____

Please list any languages you speak fluently other than English:

Is this internship for a class or independent? _____

Which office would you prefer to be based out of?

Charleston

Robinson

Olney

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How did you hear about interning with us?

Reasons for choosing us for your internship (in brief):

Motivating Factors: Strengths, Skills, interests, etc.

What are the days/times you are available? (Weekends will only be for events or resource fairs)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

I am interested in the following (Check all that apply):

- 24-hour crisis hotline
- Prevention programs (schools, trainings)
- Office Coverage
- Advocacy
- Resource Fairs
- Outreach
- Fundraising
- Graphic Design (creating social media/website graphics)
- Event help
- Physical labor jobs (moving, painting, etc.)

These lists are not complete, and volunteers may be asked to perform other tasks. Volunteers will never be asked to do something that makes them uncomfortable or unsafe.

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Please provide 2 personal and 1 professional reference (name, relationship, phone number):

1. _____
2. _____
3. _____

PERMISSION TO CONDUCT BACKGROUND CHECKS

SACIS/CAISA will run a DCFS and police background check on all interns.

Have you ever been arrested or convicted of a crime? Y N

If yes, please explain:

PERMISSION TO CONDUCT BACKGROUND CHECKS

I hereby give my permission to have a police background check and a DCFS background check completed to be a part of my employment application file with the Sexual Assault Counseling and Information Service.

Y N

BACKGROUND

I understand that for survivors of sexual assault, supporting other survivors can be rewarding and powerful but also potentially triggering. Y N

Please list any previous volunteer experience:

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Describe any experience you have had counseling others:

What do you think are the most important need(s) of a person going through a crisis?

How do you feel about working with/assisting people who are of different races, religions, beliefs, or sexuality than yours?

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INTERNSHIP AGREEMENT

As a SACIS/CAISA intern, I agree to the following:

1. Fulfill weekly hours/ schedule: Minimum 10 hours a week (unless otherwise discussed).
2. To provide at least 24-hour notice if I will need to miss/make-up hours
3. Understand the 1-strike policy in regard to missing an event/training/presentation without notice.
4. A similar understanding applies to weekly shifts in office coverage and other duties.
5. To check the intern email at least once a day (during or outside of shifts in the office).
6. Only text staff in emergencies or if they wish to have phone messages sent via text.
7. Staff will agree to only text you for time-specific concerns during the workday or with notification of schedule/task changes (i.e. if you are invited to court, to dress up for it).
8. To dress in accordance with business casual guidelines when in the office (non-torn jeans are appropriate and SACIS/CAISA t-shirts are fine.)
9. To dress a bit more formally for court and/or presentations.
10. Be productive and take initiative in finding and completing tasks during internship hours.
11. Not spending time on personal phones (unless doing social media/research for us) or doing homework/personal reading.
12. Report to the appropriate supervisor (to be assigned upon internship start).
13. Work in a respectful, professional, and productive manner with clients, staff, other interns, volunteers, and community members. If there are any conflicts of interest with a client, please inform supervisor.
14. Complete the "internship task log" daily with a description of the work you fulfilled that day.
15. To keep all names, addresses, and telephone numbers of staff and clients confidential.
16. To complete forty hours of training prior to serving as an intern (if not already completed).

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17. To abide by the SACIS/CAISA advocate procedures and policies, particularly:
 - A. Never go out alone to meet a victim/survivor.
 - B. To maintain client confidentiality.
18. To be added to the hotline staff rotation.
19. I will call my supervisor to discuss any calls taken on the hotline on the next business day.
20. Transportation arrangements to and from SACIS/CAISA or off-site events are the responsibility of the intern.
21. SACIS/CAISA can at any time terminate the internship at any time.

I certify that all information provided on this application is correct

Volunteer Signature _____

Date ___/___/___

VOLUNTEER COORDINATOR

Rachel Carter

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