

PRUDENCE CRANDALL CENTER

Providing Hope & Safety to Victims of Domestic Violence

Volunteer & Internship Packet

Dear Prospective Volunteer/Intern:

Thank you so much for expressing your interest in volunteering/interning at Prudence Crandall Center, Inc. There are several opportunities at our agency. Prudence Crandall Center offers Domestic Violence certification to train people to provide services to victims of domestic violence. All volunteers/interns working directly with clients and doing prevention education must complete a 24-hour DV certification training. Upon successful completion, participants will become Certified Domestic Violence Counselors, and are able to volunteer/intern at PCC.

Enclosed you will find the Prudence Crandall Center's program guidelines for all persons interested in becoming certified, a volunteer/internship application, and a personal reference sheet. If you are interested in one of the positions listed in this packet, or have another idea to help the agency, please mail, fax, or e-mail the application, reference permission form, certification contract, and your resume with a cover letter to:

Prudence Crandall Center, Inc.
Volunteer/Intern Packet

Rebecca Lemanski, MSW | Chief Operating Officer
P.O Box 895
New Britain, CT 06050
Telephone: (860) 259-3819; Fax: (860) 826-4994
E-mail: rlemanski@prudencecrandall.org

Thank you for your interest and for your commitment to Prudence Crandall Center to help end the cycle of abuse.

Sincerely,

Rebecca Lemanski, MSW
Chief Operating Officer

Prudence Crandall Center, Inc.

Program Guidelines

Volunteer/Intern

Purpose: Prudence Crandall Center, Inc (PCC) offers a certification program to train those who are interested to assist in the provisions of services to/for survivors of domestic violence.

Due to the sensitive and confidential nature of work, PCC reserves the right to refuse any potential volunteer/intern relationship at any time.

Training and Supervision: All of those who work directly with survivors of domestic violence must successfully complete the certification training program. This program requires participants to complete a minimum of 24 hours of training. Upon successful completion of this training, participants will become Certified Domestic Violence Counselors and will be able to assist clients at PCC. All certified counselors are required to receive 6 hours of training per year to keep the certification.

Internship Opportunities: Available for students who need a yearlong placement (300+ hours) with priority given to graduate level students. Volunteers are accepted on a rolling basis based on available opportunities.

All volunteers and interns working directly with clients and doing prevention education are required to complete a 24-hour training to become Certified Domestic Violence Counselors.

Eligibility Requirements:

- Must be 18 years of age
- Must complete the application and interview process
- Must agree to abide by the confidentiality policy and all other policies and procedures of Prudence Crandall Center, Inc
- Must be compassionate, sensitive, and non-judgmental
- Ability and desire to work with diverse populations
- Volunteers/interns must model behaviors that are supportive and empowering for clients to make a positive life choice and achieve self-sufficiency
- Must be emotionally and psychologically capable of performing volunteer duties.

Volunteers or interns experiencing crisis or difficulties in their own lives which interfere with their capacity for professional distancing will be temporarily re-assigned or given a leave of absence.

Volunteers or interns who have experienced domestic violence (in his or her personal life) in the past year will have to reapply in one year.

Prudence Crandall Center, Inc.
Volunteer/Intern Positions and Responsibilities
**Subject to availability*

Overall Responsibilities:

- Adhere to the PCC policies, procedures, and Volunteer Job Description
- Provide support and assistance to survivors of domestic violence, if applicable
- Receive 6 hours of additional training *per year* to keep DV certification status up to date

Description of Program Services

Emergency 24-7 Hotline/Shelter Advocate:

- This position is available at the shelter. The hotline is covered 24 hours a day by staff and volunteers. As a Hotline Advocate, you are responsible for answering the hotline, providing crisis intervention, counseling, information, and referrals to ongoing Prudence Crandall Center, Inc.'s services and other appropriate agencies.

Prevention Education and Outreach

- Our goal is to reduce, and ultimately eliminate, domestic violence in our communities by providing prevention education programs for children, teens, and adults. Prevention programs are available for schools, churches, and community groups on a variety of topics related to domestic violence. Training programs for teachers and students, police medical personnel, and other professionals are also available. This position entails assisting the Prevention Coordinator in community outreach events and presentations, developing materials such as brochures and curricula, and taking and organizing requests for presentations. The hours for this position are flexible based on the scheduled community presentations and events.

Child Advocacy Program

- Services are provided to children whose lives are affected by domestic violence, including educational and recreational activities, individual counseling, support groups, advocacy, and referrals. These services are available to children (to age 18) and are provided by the Children's Services Coordinator. Interns/Volunteers would be assisting our Children's Services Coordinator with the children in our shelter and housing programs.

Family Violence Victim Advocacy

- This position is available in New Britain Superior Courts and is responsible for assisting the Center's Family Violence Victim Advocates with providing services to victims of domestic violence with criminal and/or civil court matters. This position is available during regular business hours, 9 a.m.-5 p.m. Monday through Friday.

Adult Support Group Co-Facilitator:

- The Center offers support groups to help survivors begin to heal from domestic violence. Support groups are designed to assist survivors in identifying, processing, and expressing their feelings about the domestic violence in their lives. This position works with the Community Counselors or another co-facilitator. To be eligible for this position you must be willing to make a weekly commitment for a minimum of one year.

Development Department:

- This position assists the Development Department staff in fundraising and special events, including serving on committees, and/or soliciting for sponsorships and in-kind donations, and other administrative functions.

Community Outreach Assistant:

- This position assists the Development Department and Prevention coordinator in representing our agency at community events, to provide the public with awareness of Prudence Crandall Center's (PCC) programs and services. Responsibilities include managing material set-up, answering questions, offering brochures and information, distributing giveaway items and other duties as needed. This position requires a dependable volunteer with a passion for PCC's mission and has excellent people skills. The hours for this position are flexible based on the scheduled tabling events.

Prudence Crandall Center, Inc.

Volunteer/Internship Application

What are you interested in? Volunteer Internship

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Place of Employment _____ Title _____

Work Address _____

Interns Only:

School _____ Major _____

Internship Supervisor _____ Phone number _____

Semester interested in volunteering _____ # of Hours required _____

Phone #s: Home _____ Work _____

Cell _____ For Students, Local # _____

E-mail _____

Best way to reach you Home Cell Email Work

Please check the one that applies to you:

- I understand the importance of attending all sessions in order to receive my certificate. I will be present at all sessions unless illness or emergency should arise, in which case I will notify the facilitator as soon as possible.
- I understand that the topic of domestic violence can elicit strong and sometimes unexpected emotions, may affect each individual differently, and may result in feelings of vulnerability. I agree, therefore, to do my part in creating a safe, non-judgmental environment in which each person present – though backgrounds, experiences, beliefs, and values may differ from mine – may participate in his or her own exploration of education about the issues related to domestic violence.
- I understand that returning this application does not guarantee me a volunteer/internship position.

Your signature here indicates agreement to all above statements

Date

To assist us in achieving the highest standard in establishing our training environment, please answer the following questions:

How did you hear about Prudence Crandall Center?

How long do you expect to volunteer with the Center?

Please list previous volunteer experience and describe volunteer work.

Please list any degree or certificates that you have acquired or currently working on.

Have you ever worked with diverse populations? Yes _____ No _____
Please Describe:

What does confidentiality mean to you? Please explain.

Please indicate your areas of interest. At the conclusion of the training, you will have the opportunity to complete a much more detailed interest survey:

- _____ Hotline/Shelter Advocate
- _____ Support Groups
- _____ Child Advocacy
- _____ Family Violence Victim Advocate
- _____ Prevention Education and Outreach
- _____ Development Department Assistant
- _____ Other, please specify:

What days/times are you able to volunteer?

Are you willing to drive to other towns within our catchment area (Berlin, Bristol, Burlington, Kensington, New Britain, Plainville, Plymouth, Southington, and Terryville)? Yes___ No___

Please describe your ability to have a non-judgmental approach when volunteering.

Please describe any experiences or training you have related to the position you are interested in (i.e. group facilitation, counseling, public speaking, etc):

If you speak a foreign language: Language and level of fluency:

Do you know American Sign Language? _____ Level of proficiency:

Describe your skills, hobbies, special interests, activities, and/or organizations/clubs you belong to:

Use this space to add any additional information that will help us to make a compatible match of your strengths and our needs:

NOTE: Volunteers are required to have a background check completed. This will be done prior to certification training and actual placement.

In the future, may we publish your name in local newspapers as volunteering for the Center? Yes / No

(For office use)

Date application received: _____

Date of interview: _____

Initial placement / training: _____

Prudence Crandall Center, Inc.
Reference Permission Form

We ask that you allow us to contact two (2) people who have known you for at least one year and who are not related to you. One reference should be your employer.

Reference #1:

Name: _____ Job Title: _____

Address: _____

Telephone numbers: _____

Good times to call: _____

How do you know this person? _____

For how long? _____

Reference #2

Name: _____ Job Title: _____

Address: _____

Telephone numbers: _____

Good times to call: _____

How do you know this person? _____

For how long? _____

I, _____ give permission for Prudence Crandall Center to contact the above people. I understand that this information will be used to help determine my appropriateness as a PCC volunteer and will remain confidential.

Signed: _____ Date: _____

PRUDENCE CRANDALL CENTER

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Certification Contract

In accepting the position as a Domestic Violence Counselor position with Prudence Crandall Center, Inc., I, _____ agree to the following:

- I will not reproduce any portion of the Certification Training Manual without permission from the Prevention Coordinator or the Executive Director of Prudence Crandall Center.
- I understand that a criminal background check and Department Children & Families/Child Protective Services record check is a routine part of the application process.
- I agree to abide by the Prudence Crandall Center's Confidentiality Policy and to keep the location of the shelter confidential. Further, I understand that any breach of these policies will result in my Certification being revoked, and therefore I will be terminated from my position.
- I understand that if for any reason I am unable to cover my assigned shift, it is my responsibility to notify my Department Director in a timely manner (minimum 4 hours).
- I understand that I may only represent myself as a Certified Domestic Violence Counselor for as long as I am working with Prudence Crandall Center, Inc., and receiving ongoing supervision from a staff member. If I discontinue working with PCC, my Certification will be revoked.
- I understand that a minimum of 6 hours of training per year for direct service is required; on topics involving domestic violence is required in order to maintain my certification.

I have read and agree to all of the terms listed.

Signature: _____ Date: _____

Prudence Crandall Center, Inc.

Checklist

Please make sure the following items are completed and sent back:

- Volunteer/Internship Application
- Reference Permission Form
- Certification Contract
- Résumé
- Cover Letter

All completed items can be mailed, emailed or faxed to:

Rebecca Lemanski, MSW
Chief Operating Officer
P.O. Box 895
New Britain, CT 06053
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