



## **The Cottage, SAC & CAC Adult Services Intern Job Description**

Adult service interns assist The Cottage's Sexual Assault Center staff with any services provided to adults and loved ones who have experienced any kind of sexual violence at any point in their life. Internships can range from 15-20 hours a week for 2-3 days a week. Internships are unpaid.

### **Direct Service**

- Shadow intakes, assessment, and referrals of adult survivors of sexual assault; engage independently when deemed appropriate
- Shadow crisis accompaniment with adult survivors, specifically involving hospitals, law enforcement, SANE, court, and walk-ins; engage independently when deemed appropriate
- Observe follow-ups with adult clients who received Cottage services or referrals; engage independently when deemed appropriate
- Assist in recruitment, curriculum development, and facilitation of support groups for sexual assault survivors and survivors of childhood sexual abuse when deemed appropriate

### **Professional Development**

- Engage in weekly direct supervision with Director of Adult Services
- Engage in continued education and training opportunities provided by The Cottage
- Attend, observe, and participate in monthly Accompaniment Advocate Supervision
- Observe and attend sexual assault response team (SART) meetings

### **Community**

- Engage in outreach and prevention as available and requested
- Participate in The Cottage events as requested

### **Documentation**

- Fulfill documentation including notes, database and stats for adult services as requested
- Conduct evaluations with clients on services received and document

### **General Intern Duties**

- Fulfill general expectations of all Cottage interns, including:
  - Participate in weekly staff meetings, intern support, and Adult Services meetings
  - Manage the hotline by covering for assigned days and documenting all call sheets in icarol database
  - Answer the door
  - Engage in general maintenance of the office

**To apply, submit a resume, cover letter, and 2-3 references to the Executive Director,  
Linnea Ionno at [Linnea@northgeorgiacottage.org](mailto:Linnea@northgeorgiacottage.org)**