



CARE Network Internship Description and Application Conflict Assistance, Resources & Empowerment Network

Internship Description:

Depending on student interest, the following activities are **examples** of tasks this internship may entail, with the support of the student's field supervisor and the CARE Network members:

- a) Development and participation with in-CARE Network Committees including promotion and outreach, working with the peer education program and staffing events on campus as CARE Network volunteer.**
- b) Attend all workshops, trainings and meetings offered through the CARE Network.**
- c) Facilitate and/or assist with workshops such as those during *Fall Orientation week, Spring Quarter's New Volunteer* trainings, and, at any point work on development and participation with any in-house, or all-campus, training in an area of student's interest.**
- e) Readings and writings: List to be built from student's interests and CARE member recommendations.**
- f) Function as a CARE Network Volunteer, providing Direct Service by staffing weekly shifts in the CARE Network Office.**

Direct Service Objective: Provide referral, support, coaching, and accurate information to Evergreen community members who face conflict.

Essential Functions:

- **Intake:** Receive telephonic and face-to-face requests for assistance. Provide active-listening, de-escalation as appropriate, and a supportive environment for members of the community who may be in conflict.
- **Assessment:** Determine the community member's situation in order to assist in reaching resolution through coaching, referral, or support. Document all activity in accordance with Network policy and procedures.
- **Referral:** Provide accurate and appropriate information regarding possible paths, outcomes, and resources.

Basic Expectations:

- Staff the Network office weekly during 2011/2012 year.
- Participate in in-service training for approximately two hours/quarter.
- Attend staff meetings for approximately one hour/month.
- Conduct essential functions as needed upon request of a community member.
- Adhere to Network policy and procedures in the performance of duties.

Qualifications:

- Current status as a student in good standing at The Evergreen State College.
- Excellent interpersonal, telephone, and written communication skills.
- Ability to interact positively with individuals from diverse backgrounds without discrimination.
- Successful completion of eight hours of training – April 21st, 2-6 pm and May 5th, 2-6 pm.
- Commitment to supporting and empowering community members in resolving conflict
- Understand and protect confidentiality at all times and sensitivity to people who are vulnerable.
- Knowledge, experience, or demonstration of skill in any or all of the following: crisis intervention and resolution, mediation, victim's rights, emergency response.
- Basic computer skills.
- Willingness to accept constructive evaluation and training recommendations.

Application Template and Instructions on next page

Please use this **template** to provide the following information, using additional pages as needed.

Submit your completed application to carenetwork@evergreen.edu

- Your full name: _____
- Your email address: _____
- Your Phone #: _____
- Your A#: _____
- **Relevant Experience**
Please tell us about any relevant experience you may have including: Position, dates, organization, and a brief description of your responsibilities
- **Brief Statement of Interest**
Tell us about a situation where you had to deal with interpersonal or intergroup tensions or conflicts and the skills that were important
- **Learning Objectives and availability**
Tell us about your educational objectives, your availability, how many hours a week you expect to put toward reading, writing and the duties as outlined on the position description.
- **References** (Please include name, relationship, phone, and email)
 - 1.
 - 2.

By submitting this via my email address I am indicating that the following is true:

- a) I read the Internship Position Description.
- b) I am able to participate in the required CARE Network volunteer training.
- c) I grant permission to CARE Network to conduct a criminal background check.
- d) I am an Evergreen student in good standing.