

About Asian Family Support Services of Austin (AFSSA)

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven professionals who are passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian and immigrant survivors of sexual violence, domestic violence, and human trafficking by improving their access to services, and increasing the community's awareness of the various forms of gender-based violence and oppression.

Direct Services Intern Position Summary

The Direct Services Intern will support staff in providing culturally grounded and trauma-informed supportive client services for survivors of domestic violence, sexual violence, and human trafficking. Direct Services Interns will be assigned a Direct Services Program (Domestic Violence Program, Sexual Violence Program, and Economic Justice Services) and will work closely with the manager and advocates of that team to help survivors lead a safe, healthy, independent, and abuse-free life with supportive and culture-sensitive advocacy.

Activities and Responsibilities

- Attend staff or team meetings in-person and virtually as necessary
- Preparing life skills course material and class session preparations
- Co-leading and sitting in on life skills courses or (if eligible) peer support groups
- Weekly 1:1 with supervisor
- Organizing case files
- Conducting weekly client needs check-ins
- Childcare for clients in office
- Conducting follow-up calls with clients on behalf of staff
- Multiple hotline shifts per week
- Supporting preparations for client intakes, sitting in on intakes, preparing case files after intake
- Providing partial case management
- Conducting evaluation of client needs and finding resources
- Communications with community agencies to build or maintain strong partnerships
- Support client drives and event coordination
- Data entry of all services provided in VELA
- Log all hours into AFSSA's volunteer and internship database in addition to school timesheets

Requirements and Preparations

- Completion of a 40-hour Core Advocacy Training sequence at the beginning of the internship
- Excellent verbal and written communication skills
- Excellent organizational skills, time management, and attention to detail
- Ability to complete projects independently
- Proficiency with Microsoft Office Suite, Slack, Asana
- Knowledge of and respect for domestic/sexual violence issues and survivors, Asian cultures