

# THE DENVER CENTER FOR CRIME VICTIMS

## JOB DESCRIPTION

**JOB TITLE:** Graduate Internship

**AGENCY ADDRESS:** The Denver Center for Crime Victims  
P.O. Box 18975, Denver, CO 80218

**LOCATION:** Capitol Hill neighborhood

**CONTACT :** Kathi Fanning, M.S., L.P.C.  
Director of Training and Volunteer Services

**REPORTS TO:** Director of Training and Hotline Services

**PURPOSE:** Crisis intervention and emotional support via a 24-hour Hotline for crime victims; short-term counseling sessions; support groups for victims and co-victims; training and supervising volunteers. Special programs provide assistance to children, youth and families; and for victims who are elderly or who have a disability. Ensure quality services for clients served.

**CLIENTELE:** Anyone who becomes a victim of crime in the City and County of Denver or is a resident of Denver at the time the crime occurs is eligible for services.

**POPULATION:**

Ethnic:	Latino – 29%
	White – 29%
	African American – 21%
	Native American – 3%
	Asian – 1%
	Biracial/Multiracial – 4%
	Other – 4%
Cultural:	Low Income – 54%
	Physically Impaired – 14%
	Visually Impaired – 2%
	Hearing Impaired – 1%
	Mentally/Emotionally Disabled – 7%
	Elderly – 6%

**MISSION:** The Denver Center for Crime Victims’ purpose is to assist crime victims and provide crime prevention education. A victim is any individual who has been directly or indirectly injured by another’s criminal act that resulted in physical, psychological, social or economic harm. Included are persons victimized as a result of age, gender, ethnicity, sexual orientation, religious beliefs, disability or national origin.

## **THE DENVER CENTER FOR CRIME VICTIMS**

### **RESPONSIBILITIES:**

1. Co-facilitate short-term individual counseling and case management for crime victims.
2. Provide crisis intervention and services for crime victims via hotline, in-house and on-site services.
3. Assist with parent outreach and orientation for B.R.O.T.H.E.R.S and Girls groups.
4. Facilitate group counseling for children ages 6-17 who have been victims of crime.
5. Assist with community awareness/education.
6. Provide support to bachelor level interns who assist with support groups and client case management.
7. Assist in volunteer meetings and volunteer training sessions (as assigned).
8. Review each case for quality following DCCV guidelines for quality assurance.
9. Participate in weekly case management and clinical supervision.
10. Any other related duties as assigned by Director of Training and Volunteer Services

### **QUALIFICATIONS:**

Students currently enrolled in M.S.W. or M.A. in Psychology or related programs AND experience in crisis counseling and case management. Experience in the provision of services for children and their families required. Bilingual (Spanish) preferred. Experience working with crime victims preferred.

### **SUPERVISION:**

Kathi Fanning, M.S., L.P.C., Director of Training and Volunteer Services  
Kent Webb, LSCW Clinical supervisor  
(Required clinical group supervision is held on Wednesday.)

**THE DENVER CENTER FOR CRIME VICTIMS**

**WORK SCHEDULE:** Minimum 20 hours per week (weekdays 9:00-5:00 and some evenings 5:00-8:00).

**SALARY:** Unpaid

**NUMBER OF INTERN  
POSITIONS:** 2

DCCV is an equal opportunity employer. As such, reasonable accommodations for persons with disabilities will be made in compliance with the Americans with Disabilities Act (ADA).

Rev. 12/19/09