



Restraining Order Clinic Intern

Age restrictions: 18 or over

Summary:

The RO Intern assists to victims of domestic abuse and help them develop safety plans and access community resources. The intern will work with clients either by phone or in person, to offer information, support, education and services. Referrals to programs within Sojourner Family Peace Center as well as outside programs will be made as deemed appropriate. **This intern will be rotate being at Sojourner Family Peace Center and at the Milwaukee County Courthouse** and work with RO Advocates to help clients understand and navigate the civil and criminal court system processes, explore their options and rights when utilizing these systems with the goal of promoting and enhancing victim safety.

Duties and Responsibilities may include but are not limited to:

- Assist clients and ensure all safety planning, community resource and legal assistance needs are met. Make client referrals to agency and community resources as needed.
- Provide legal advocacy to victims of domestic abuse, harassment, juvenile harassment, individuals at risk and child abuse seeking temporary restraining orders and injunctions.
- Become knowledgeable about basic proceedings in criminal, civil and family law in order to assist and support clients understanding and navigation of these systems.
- Provide services including follow-up telephone calls, information and referral to other services, preparation for the final injunction hearing, and accompanying victims to court as requested or necessary. Document all contacts.
- Assess clients for emergency legal needs and refer them to the staff paralegal and attorneys at Legal Action Wisconsin or other legal resources.
- Collect, maintain and report client data. Maintain client files, including outcome information.
- Attend internal staff meetings and team meetings.

Schedule:

- Monday-Friday, 8am-4pm; full days or half days
- Crucial needs are 8:30am-11:30am and 1pm-3:30pm
- At minimum, one full-day shift per week

Required Experience:

- Spanish speaking preferred, but not required
- Empathetic
- Non-judgmental
- Comfortable working in small, shared office at the Courthouse and at Sojourner
- Comfortable in a fast-paced setting
- Experience working with diverse populations preferred