

**Tapestri, Inc.
Tucker, GA**

Mission Statement: Tapestri, Inc. is dedicated to ending violence and oppression in refugee and immigrant communities, using culturally competent and appropriate methods. As advocates for refugee and immigrant families affected by domestic violence, sexual assault and exploitation, we are committed to using education, community organizing, direct services and advocacy to effect change in the lives of these families. Our name, "Tapestri," symbolizes the different threads of society coming together to form a safe cover to protect its many colored communities.

Internship Title: Legal Advocacy Program Intern

On-site Supervisor/Co-educator:

Name: Limia Obadi

Title: Program Coordinator

Email: limia@tapestri.org

Telephone: 404-299-2185

Address: Site location is *confidential* and will be given when appropriate.

Duties/Project Description:

Assisting with direct services with clients, client referrals, and technical assistance. Picking up and transporting clients to appointments. Research and develop resources for survivors of domestic violence (medical, legal, housing, food, etc.). Organize community outreach presentations with immigrant and refugee communities. Conduct telephone client surveys. Update clients' files and maintain database updated. Write articles based on survivor stories. Assist with office tasks as necessary.

Qualifications:

Intern must have knowledge of domestic violence and immigration issues, as well as resources and relief options available for them. Must be hard working, compassionate, culturally sensitive, and comfortable working with people from different cultures. Must work efficiently in a fast pace environment. Must follow through with tasks efficiently and independently (time management). Good computer skills. Must have own transportation and be comfortable transporting clients. Fully bilingual (English-Spanish), must be able to translate and interpret.

Orientation Plan:

Interview with intern will be conducted in English and Spanish. Intern must complete 30 hours of in-office training prior to engaging directly with clients. Daily work hours will depend on current workload. Interns are expected to participate in mandatory trainings during duration of internship.

Non-English language requirement?

REV: July 2014

Intern must be fully bilingual (English-Spanish) and must be able to translate and interpret.

Working Conditions:

Intern will be assigned a computer, desk and space. Intern will be required to transport clients, so must have own vehicle. Site location is confidential, intern will be required to sign a site confidentiality agreement.

Preparation:

Intern will be provided with reading materials on domestic violence, immigration relief, refugee and immigrant issues, court proceedings, etc. Intern will be required to participate in trainings throughout the duration of their internship.

Is the organizational accessible via public transportation? Yes

Does the internship require use of personal vehicle? Yes