



VICTIMS OF CRIME (VOCA) INTERN

POSITION DESCRIPTION

PURPOSE OF INTERNSHIP ROLE:

The Latin American Community Center (LACC) is seeking a dedicated and compassionate Victims of Crime (VOCA) Intern to support our efforts in providing comprehensive services and assistance to individuals in the Latino community who have been victims of crime. As a VOCA Intern, you will have the unique opportunity to work closely with the Victims of Crime Coordinator and gain valuable experience in victim advocacy, case management, and community outreach.

The LACC is a nonprofit organization whose mission is to empower the Latino community through education, advocacy, partnerships, and exceptional services.

KEY RESPONSIBILITIES:

May include but are not limited to:

- Assist in the provision of direct services to victims of crime, including emotional support, crisis intervention, and resource referrals.
- Conduct intake interviews and assess the needs of victims to determine appropriate services and support.
- Collaborate with the Victims of Crime Coordinator to develop and implement personalized service plans for victims, focusing on their physical, emotional, and legal needs.
- Maintain accurate and confidential case records, ensuring all required documentation is completed in a timely manner.
- Participate in multidisciplinary meetings to discuss case progress, client needs, and coordination of services.
- Assist in organizing and facilitating support groups and workshops for victims to promote healing and empowerment.
- Contribute to community outreach efforts by representing the LACC at events, workshops, and meetings to raise awareness about victim services.
- Assist in preparing reports and documentation required for grant reporting and program evaluation.
- Stay updated on relevant laws, regulations, and best practices in the field of victim advocacy.





QUALIFICATIONS:

- Enthusiasm for and commitment to supporting victims of crime, particularly within the Latino community.
- Pursuing a degree in social work, psychology, criminal justice, or a related field. Graduates or undergraduate students are welcome to apply.
- Strong interpersonal skills and the ability to communicate effectively with diverse populations.
- Compassionate and nonjudgmental approach to working with individuals who have experienced trauma.
- Bilingual fluency in English and Spanish.
- Strong organizational skills and attention to detail in maintaining accurate records.
- Proficiency in Microsoft Office Suite and willingness to learn and adapt to new software as needed.
- Ability to work independently and as part of a team, with a proactive attitude and willingness to take on new challenges.

BENEFITS:

- Hands-on experience in victim advocacy and support services.
- Opportunity to work closely with a diverse team of professionals in a community-focused organization.
- Gain insight into the challenges and rewards of working in a nonprofit environment.
- Networking opportunities with professionals in the social services and victim advocacy field.

TIME COMMITMENT:

This is an unpaid internship position. The intern will be expected to commit to at least 10 hours per week, with a flexible schedule to accommodate academic obligations.

APPLICATION PROCESS:

Interested candidates should submit a resume and volunteer application outlining their interest in the VOCA internship and their relevant qualifications. Applications can be sent to volunteer@thelatincenter.org with the subject line "VOCA Internship Application". Volunteer applications can be found through the LACC's website or here <https://www.thelatincenter.org/volunteer>.

CONTACT:

Applications will be accepted until the position is filled. Interviews will be conducted on a rolling basis. The LACC is an equal opportunity employer and encourages individuals of all backgrounds to apply.

