

OASIS, Inc., Direct Client Service Internship Contract and Expectations

The OASIS Intern:

- Will commit to completing a one-year internship at OASIS, Inc. in Avery and Watauga County.
- Will commit to upholding strict confidentiality standards of client and agency information.
- Will commit to being punctual, reliable, and accountable during the internship and will communicate with staff any needs or concerns at the appropriate time.
- Will engage in intentional learning and experience to build academic, professional, and personal development.
- Will engage in using time management skills and flexibility to adapt as needed to the variety of experiences, tasks, and responsibilities involved in advocacy and crisis intervention work.
- Will show initiative and actively seek opportunities within the boundaries of the internship.
- Will present all university requirements and needs to field supervisor in a timely manner.
- Will follow the guidelines set forth in the appropriate university departmental Internship Standards and Protocols Manual.
- Will inform OASIS staff about any safety or liability issues that become known during individual meetings with shelter clients (i.e., substance abuse, prescription medication misuse, shelter guideline violations, reunification with abuser, health concerns, etc.).
- Will participate in the team decision-making process already set forth by OASIS.
- Will commit to engaging in supervision with field instructor/site supervisor.

As an Internship Site, OASIS, Inc.:

- Will provide individual supervision, provided by Ariel C. Malec, QP, CA, Agency Operations Manager, to provide professional guidance and growth opportunities.
- Will effectively communicate duties and responsibilities to the intern.
- Will provide training and experiential opportunities to the intern.
- Will follow the guidelines set forth in the university departmental Internship Standards and Protocols Manual.
- Will assist with any documentation or requirements set forth by the interns' program.
- Will ensure that the interns time is balanced and does not exceed approximately 20% of their time in "busy work" such as filing, errands, donation organization, office cleaning, etc.
- Will ensure that the intern is the primary beneficiary of the internship and interns are not utilized in place of staff.

Throughout Internship

- Complete and engage with any academic requirements and responsibilities.
- Meet with Ariel C. Malec for individual supervision one hour every other week. Come prepared with an agenda to discuss client issues, ways you would like to grow as a professional, and anything else relevant to your internship.
- Complete the OASIS Intern Training Program.
- Stay updated on current literature in the domestic violence/sexual assault field.
- Take advantage of free trainings offered by the North Carolina Coalition Against Domestic Violence (NCCADV) and the North Carolina Coalition Against Sexual Assault (NCCASA) and other reputable organizations.
- Engage in direct client services such as judicial systems advocacy, medical advocacy, shelter/residential services, crisis intervention, case management services, etc.
- Engage in completing assigned tasks and projects as discussed in supervision.
- Provide assistance with Outreach and Prevention tasks and projects as needed.

_____/_____
Intern Signature Date

_____/_____
Field Supervisor Signature Date