

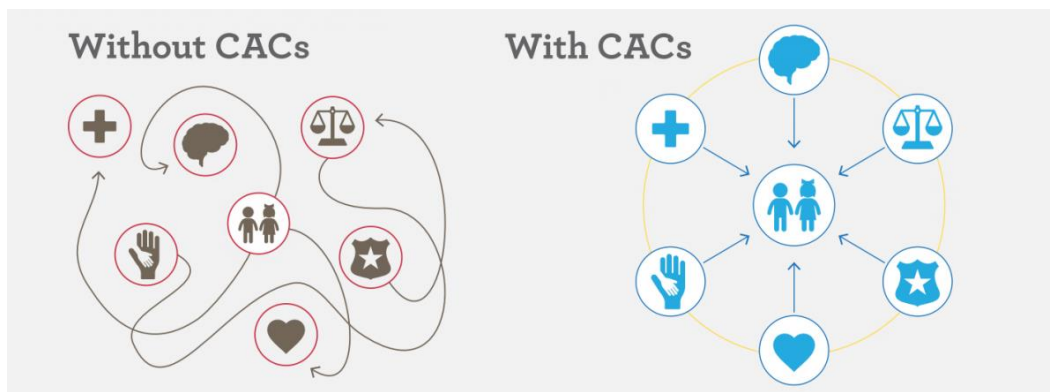
Intern Job Description

Our Purpose:

- Minimize trauma to child victims of suspected child abuse or witness to violence
- Coordinate a collaborative response to cases of child abuse
- Help children heal from their trauma
- Work to increase community awareness of and how to prevent child abuse in our community

We accomplish this through:

1. **Forensic Interviews** – Our specially trained interviewers conduct child-friendly forensic interviews with child victims in order to minimize the number of times children must tell their stories. All interviews are conducted using the legally sound, evidenced based SC Child First method.
2. **Medical Evaluations** – Our specially trained nurse practitioner conducts medical evaluations to ensure the health and safety of the children, to document any evidence of abuse, and to refer for additional care as needed.
3. **Mental Health Services** – Our therapists offer specialized trauma-focused, evidence-based mental health services to assist the children and families cope with the trauma and to help them through the healing process.
4. **Advocacy/Case Management** – Our child advocate focuses on the needs of the children and the non-offending caregiver(s) by providing needed moral support and links to other community resources that the family may need.
5. **Prevention** – Our staff offers education, prevention and community awareness presentations and trainings on relevant and vital child safety issues.
6. **Multi-Disciplinary Team (MDT)** - We coordinate our local MDT. The MDT is made up of a group of professionals who work together in a coordinated manner to ensure an effective response to reports of child abuse and neglect. Team members are from child protection, law enforcement, solicitor's office, school system, healthcare, mental health and other community agencies. Our MDT meets bi-weekly to discuss action plans for recent investigations and updates on past cases.



Purpose of Internship

Undergraduate Intern Learning Outcomes:

- Become familiar with policies and procedures for the CACAC and have an understanding of the overall community response to child maltreatment.
- Become familiar with direct service components of victim advocacy, forensic evaluation, case management and tracking crisis response and treatment through a continuum of care program.
- Begin to develop his/her own personal client interaction style and philosophy. Be able to further develop his/her interpersonal communication and administrative skills.
- Participate in at least one experience through each of the following: clerical duties, data collection/outcome measurement, grant management, special event planning/fundraising/marketing, operations management (policies, budgeting, etc.), prevention education, child/caregiver interactions at various points throughout the crisis response cycle, interactions with community collaborators and training/workshop presentations.
- Participate in agency staffing's, multi-disciplinary team meeting, and training/workshops to be able to understand clinical interaction and supervision, as well as group/community psychodynamics and collaboration.

Qualifications

All applicants must:

- Complete an application, background check, and reference check.
- Students should have completed coursework in human development, family studies, and other fields related to working with at-risk youth and adults.
- Sign a confidentiality form and maintain a high level of confidentiality at all times
- Be able to commit to approx. 10 hrs/week during our regular office hours, with preference given to those students who are able to be on-site Tuesday mornings to attend all mandatory staff and clinical meetings.
- Dress in a manner that is appropriate to greet the public and represent the organization.
- Bicultural and bilingual students are strongly encouraged to apply.

****This is an unpaid internship*

Essential Job Duties and Responsibilities – CAC Office Hours = Monday-Friday 9am-5pm

General Office - Duties may include, but not limited to: Answer phones, enter information in the computer, assist with filing and organizing paperwork, prepare caregiver packets, and cleaning up as needed.

Client/Caregiver Interaction - Duties may include: Calling caregivers for appointment reminders, helping caregivers' complete paperwork, talking with the child and or families before the interview, completing a needs assessment with caregivers while the children are being interviewed, helping caregivers complete the exit survey and conducting follow-up calls and connecting non-offending caregivers with resources in the community. Interns may also observe Forensic Interviews (FI), Medical Evaluations and assist staff with FI reports and data input as well as assisting staff in conducting support groups with children and/or caregivers.

Community Education and Prevention - Duties may include: This volunteer/intern position may assist the Director, or other staff members in providing child abuse prevention trainings, informational fairs and/or workshops in the community.

Other Considerations

- It is important that all prospective interns understand this is a specialized population and interns will be working with clients and family members suffering from trauma related to child sexual abuse, other child abuse and neglect, and witness to violent crimes (including homicide and accidental death, grief and loss). The trauma experienced can be very complex and challenging, yet very rewarding.
- It is critical for interns to be open and honest with their supervisor about their feelings and reactions to what they see and/or hear throughout the day. They must also be emotionally stable and engage in self-care on a regular basis.



Intern Application

Name _____

Home address _____

Home phone number _____

Cell number _____

Work phone number _____

E-mail address _____

College or University _____

Major: _____

Are you receiving credit for this internship? Yes No

If so, for what class: _____

Supervising professor: _____ Email: _____

Why are you interested in an internship with our organization?

What specific experience would you like to gain through this internship

Describe your career goals

We are open Monday-Friday between the hours of 9AM-5PM. We also may require your assistance for occasional weekend events. What day/times are you available? (Mornings are preferable)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |
| | | | | |

Required number of hours per week: _____

Start/End Date: _____

Are there any specific requirements for your internship?

This position requires a criminal background check. Is there anything you would like to alert us of before the official check?: € Yes € No

If yes, explain: _____

Are you currently or have you or anyone you know (family member, significant other, close friend, etc.) been involved in a DSS or Law Enforcement Investigation involving a case of child abuse (including physical, sexual, or neglect)? € Yes € No

If yes, explain: _____

**** Special Note: An answer of “yes” will not automatically exclude you from becoming an intern with our organization. However, we are required to ensure that there are no conflicts of interest with volunteers and interns at the center.****

Professional References (avoid family members)

| Name | Relationship | Email | Phone |
|------|--------------|-------|-------|
| | | | |
| | | | |
| | | | |

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may exclude my eligibility as an intern or serves as grounds for dismissal

Signature: _____ Date: _____

**** See ‘Required Documents’ checklist in the Intern/Volunteer Manual for additional forms and requirements.**