

## Family Advocacy Internship

**Department:** Family Advocacy

Since 1997, we have provided a welcoming, child-friendly and safe place for victims and their families to share their stories of abuse. From the environment we create to our expertly trained staff, we constantly strive to reduce the emotional trauma for children and their non-offending family members. Our professional services align with law enforcement and child protective services to ensure the integrity of child abuse investigations are protected each step of the way. In our Center, we provide everything from forensic interviews to medical examinations, family advocacy, mental health counseling, and community education.

**Availability:** Fall, Spring, and Summer Internships available

**Hours:** Flexible Schedule: 10 - 20 hours per week during office hours, Monday through Friday, 8:30am to 5:00pm depending on availability or need

### Qualifications:

- Superior communication skills (both written and verbal)
- Able to handle crisis situations/clients in crisis
- Highly detail oriented, organized and self-motivated is a must
- Proficiency in office software: Word, Excel, PowerPoint
- An interest in child welfare
- Must be able to pass a background check
- Reliable transportation

### Job Responsibilities:

*The Family Advocate serves as the liaison between the Children's Advocacy Center and the victim and their non-offending caretakers.*

- Assists families during the interview process, providing education on the investigation process and WCCAC services, including mental health services, in addition to providing general reassurance and support to the victim and family;
- Provides crisis intervention services and coordinates immediate assistance as needed;
- Is an active member of the Multi-Disciplinary Team (MDT) and attends monthly meetings;
- Provides support by supervising and interacting with children of all ages;
- Maintains confidentiality requirements regarding all client information;
- Provides program support as needed;