



## Family Advocate Internship

Department: Family Advocacy

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

### Transform Lives and Make a Lasting Impact

By joining the Williamson County Children's Advocacy Center as an Intern, you have the unique opportunity to be at the forefront of transformative change in the lives of children and families facing challenging circumstances. At WCCAC, your expertise and compassion will contribute to creating a safe, supportive environment where healing and hope thrive.

Here, you're not just taking on an internship; you're becoming a part of a dedicated team that strives to break the cycle of trauma and build brighter futures for our community's most vulnerable members.

In this role, you'll witness the profound impact of your work as you help children regain their confidence, rebuild their lives, and find their voice. The center's holistic approach to care ensures that your contributions are integral to a broader mission of advocacy, justice, and recovery. If you are passionate about making a tangible difference and eager to work in an environment that values both your professional skills and personal commitment, WCCAC offers an unparalleled opportunity to do so.

### Core Values

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision.

### Position Overview:

The **Family Advocate Intern** supports the Family Advocate team in providing wrap-around services to all clients. Interns will gain a basic knowledge of the inner workings of a multi-disciplinary team under a CAC model and the impact of child abuse on a family. Interns will have the opportunity to enhance their case management, time management and crisis management skills while working with families.

This opportunity is ideal for students pursuing degrees in Social Work, Psychology, Child and Family Studies, Human Development and Family Sciences, Criminal Justice, Public Health, or related fields. It is well-suited for individuals who are passionate about child advocacy, supporting vulnerable populations, and contributing to meaningful work in the non-profit sector.

**Position Type:** Family Advocate Intern (unpaid)

**Reports To:** Intern Supervisor

**Base of Operation:** 1811 SE Inner Loop, Georgetown, Texas (Travel within Williamson County)

**Availability:** Fall 2025, Spring 2026, and Summer 2026 Internships

**Hours:** Flexible Schedule: 16 - 20 hours per week during office hours, Monday through Friday, 8:00am to 5:00pm depending on availability or need, with some after-hour events and classes.



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### Qualifications:

- Strong computer skills (Microsoft Office: Outlook, Word, Excel, PowerPoint; familiarity with Zoom a plus)
- Excellent written and verbal communication
- Detail-oriented and highly organized.
- Ability to pass background checks.
- Reliable transportation

### Job Responsibilities:

- Shadow Family Advocates in their day-to-day activities, including family meetings, follow-up calls, MDT meetings, and networking events.
- Conduct follow-up calls to caregivers after the client's forensic interview.
- Participate in multidisciplinary team meetings.
- Observe and implement family needs assessments, provide case management services (Crime Victim's Compensation, resources, referrals, ongoing support etc.).
- Provide comfort, safety, and engaging activities to children in the WCCAC.
- Contact families, assess ongoing needs, provide an update regarding the criminal case pending in the justice system, and complete case tracking in database.
- Role play in providing Family Advocacy services.
- Join other program staff in observing Forensic interviews.
- Assist with planning and executing key events (planned and spontaneous events):
  - **Fall:** Holiday Market, Purse Bingo, Turkey Drive
  - **Spring:** Child Abuse Awareness Month, Justice 4 Children, Red Poppy Ride
  - **Summer:** Back-to-School Drive

### Physical Requirements:

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds)
- Must be able to sit/stand at a workstation and/or a computer screen for up to 2 hours at a time.

**Reasonable Accommodations Statement:** *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodation may be made to help enable qualified individuals with disabilities to perform the functions required.*

**To apply or for more info, please visit:**

[Main Internship Application](#)