



Direct Service Program Internship

Description: Under the supervision and direction of the Program Manager with support from the Program Specialist Team, a Program Intern will perform service delivery tasks related to prevention of abuse, interact with child victims of abuse and their protective caregivers, and assist with associated administrative duties.

Availability: Spring, Summer and Fall Internships available

Hours: The Center operates Monday through Friday, 8:00am to 5:00pm. Interns will work a minimum of 15-20 hours a week within these hours.

Responsibilities:

- Lead Family Support Specialist Role (Roughly 75% of intern time)
 - Oversee program/client flow
 - Interact with children and families on site for forensic services
 - Assess needs of therapy and medical clients while they wait for services
- Administrative tasks and other responsibilities may include: (Roughly 25% of intern time)
 - Attend mandatory intern supervision
 - Assist with front desk coverage
 - Curriculum and resource development and maintenance
 - Collaboration and cooperation with other agencies
 - Attendance of staff meetings and/or other related meetings
 - Maintenance of facility readiness

The Center for Child Protection will make good faith efforts to meet academic requirements interns may have for proposals, presentations or research. All written materials, which describe the Center's programs and operations, shall be submitted to the intern's supervisor, prior to submission, for approval.

Requirements:

Complete Center's Volunteer Application and Interview Process (includes a background check)

Three references

Complete Center Volunteer Training (9 hours)

Work 15-20 hours weekly (minimum)

Ability to work independently

Basic typing/computer skills

Good telephone skills

Bilingual strongly preferred

Contact: Brittany Williams, Program Manager

Center for Child Protection

8509 FM 969, Building #2 Austin, Texas 78724

512-472-1164 bwilliams@centerforchildprotection.org