

Third Judicial District GAL/CASA Program

Intern-Child Advocacy

Job Description

POSITION: Intern
REPORTS TO: Advocate Coordinator

Position Summary

The CASA Interns provides advocacy and management to assigned child protection cases; attends Staff meetings and various trainings, conferences and seminars to enhance professional growth and development as required; and, when appropriate, represents the agency at community meetings, events and trainings.

Job Responsibilities

- 1. Provides one on one case advocacy and management to child protection cases**
 - Conduct a thorough and independent investigation of the circumstances of abuse and neglect in any case to which assigned:
 - Meet with and observe the child/ren
 - Meet with family members, witnesses, neighbors, doctors, schools. Etc
 - Review pertinent records
 - Discuss findings with CASA Program staff and form recommendations for the court.
 - Follow up and monitor the case until such time as the case is vacated or dismissed.
 - Provided written reports to the court and other parties as required
 - Maintain complete and accurate records of the case; log case hours and visits as required
1. Attend Staff Meetings and as requested or approved by Executive Director attend various trainings, conferences and seminars as appropriate to enhance professional growth and development
2. Represent agency at community meetings and trainings (i.e. new social worker trainings, service club events, special committee meetings, etc.) as necessary and appropriate

Qualifications and Requirements:

- Excellent written and oral communication skills
- A desire to gain experience in the fields of child abuse, juvenile law or volunteer management
- Strong interviewing, assessment and decision-making skills
- Experience in group facilitation
- A desire to gain knowledge of CASA and resources for abused and neglected children
- Word processing skills, including working knowledge of e-mail
- Respectful of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender
- Flexible with hours, available evenings and days
- Have own transportation and be willing to travel throughout the Third Judicial District
- Valid driver's license
- Submit to Criminal/Child Protection Background Check

Demonstrated Ability To:

- Establish and maintain effective working relationships with staff, volunteers, and others
- Work independently, exercise independent judgment, and make decisions based on established procedures
- Maintain confidentiality
- Adapt to change, motivate and encourage, and respond to and manage crisis with a calm, thoughtful approach
- Be flexible, creative and a problem-solver
- Take initiative and prioritize tasks
- Be committed to the program's mission and goals