

**BSW Internship**  
**Children's Advocacy Center of Gratiot County (CAC)**

Job Description

Interns work closely with victims and non-offending caregivers/siblings who visit the CAC. This internship includes training in and supervised performance of crisis intervention and prevention, follow-up with families to ensure identified needs are being met, organization of and participation in onsite CAC services (including support groups), and quality measurement of CAC services. Working closely with CAC Victim Advocates, interns are accountable to Child Advocacy and responsible for ensuring outcomes of the CAC are achieved.

Essential Functions

- Ensure a warm, safe, clean, and comfortable environment for clients and staff.
- Complete specialized training for victim support and advocacy (24 hours).
- Meet with victims and non-offending families/caregivers upon arrival at the CAC.
  - o Gather relevant background information and family history.
  - o Conduct needs assessments with victims and non-offending family members/caregivers.
  - o Provide appropriate information about the CAC, CAC processes, and CAC services. Respond to questions and concerns.
  - o Review with families and provide a copy of the Caregiver Guidebook.
  - o Make service referrals (therapy and other appropriate community resources).
  - o Supervise children awaiting forensic interviews.
  - o Administer Initial Visit Caregiver Surveys with families who visit the center.
- Provide crisis intervention and advocacy services as needed.
- Work with CAC staff to ensure all victim needs are being met and filling gaps where required.
  - o Regular follow-up with caregivers.
  - o Administer Caregiver Follow-Up Surveys at 90 days or case closure.
- Assist with and participate in support groups for adolescents and non-offending caregivers.
- Attend weekly supervision meetings.
- Maintain client confidentiality and adhere to National Children's Alliance accreditation standards, Gratiot County CAC protocol, and donor requirements.
- Update and upload case tracking and client progress in NCAtrak.
- Ensure programming materials are stocked and updated.
- Contribute to quarterly, bi-annual, and annual progress reports as appropriate.
- Assist with and participate in CAC community awareness activities.
- Perform other support tasks as requested by CAC and Child Advocacy staff.
- Shadow all CAC onsite positions and meet with all Child Advocacy Program Directors.

Qualifications

- Current pursuit of BSW degree from an accredited BSW program
- Experience or training in trauma-informed practices
- Strong organizational and leadership skills

- Provide a high level of professionalism
- The ability to communicate effectively with others
- The ability to work in high stress situations and handle difficult subject matter
- The ability to pass background checks and screening procedures including Office of Justice Program requirements
- Reliable transportation

Job Location

Child Advocacy  
515 N. State St.  
Alma, MI 48801

Environment and Physical Demands

Professional office environment. May require sitting for long periods of time. May require exposure to unpleasant odors.

Travel

Occasional within-county travel may be required to attend community meetings and agency events.

Compensation

This is an unpaid position. Interns can expect to gain a strong understanding of child abuse and neglect, trauma, and the legal process for victims of crime.

Supervisor

CAC Program Director, CAC Clinical Coordinator

Time Commitment

Generally 16 hours per week over two semesters. Some evening hours required to meet schedule needs of support groups.

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CAC Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
BSW Intern

\_\_\_\_\_  
Date