

**MSW Internship – Victim Advocacy  
Children’s Advocacy Center of Gratiot County (CAC)**

Summary

Interns work closely with child victims of crime and non-offending caregivers/siblings who visit the CAC. This internship includes training in and supervised performance of assessments and crisis intervention, follow-up with families to ensure identified needs are being met, organization of and participation in onsite CAC services (including support groups), and consistent communication with community partners. Working closely with CAC program staff, 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).
- Participate in multidisciplinary team (MDT) pre-meetings.
- Meet with victims and non-offending families/caregivers upon arrival at the CAC.
  - Gather relevant background information and family history.
  - Conduct needs assessments with victims and non-offending family members/caregivers.
  - Provide appropriate information about the CAC, CAC processes, and CAC services. Respond to questions and concerns.
  - Conduct traumatic stress and suicidality screening tools utilizing the Care Process Model.
  - Review with families and provide a copy of the Caregiver Guidebook.
  - Make service referrals (therapy and other appropriate community resources).
  - Obtain Victim Advocacy Release of Information to MDT, and other ROI forms.
  - Supervise children awaiting forensic interviews.
  - Administer Initial Visit Caregiver Surveys with families who visit the CAC.
- 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.
  - Regular follow-up with caregivers.
- Coordinate with Victim/Witness Coordinator of the Gratiot County Prosecutor’s Office on follow-up support to victims and families.
  - Attend monthly Case Management Meeting directly following MDT case review.
- Participate in and contribute to monthly MDT case review meetings; serve as primary liaison between victims/families and the MDT.
- Assist with and participate in support groups for adolescents and non-offending caregivers.
- Attend weekly supervision meetings, monthly CACMI Victim Advocate Support Circle (virtual).
- Maintain client confidentiality and adhere to National Children’s Alliance accreditation standards, Gratiot County CAC protocol, and donor requirements.
- Update case tracking and client progress in NCAtrak.
- 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 MSW degree from an accredited MSW program
- Experience or training in trauma-informed practices, trauma across the lifespan, trauma treatment, etc.
- 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

\_\_\_\_\_  
MSW Intern

\_\_\_\_\_  
Date