



Deirdre's House Internship Program

Thank you for your interest in joining the Deirdre's House Internship Program! The Deirdre O'Brien Child Advocacy Center (Deirdre's House) is an accredited Children's Advocacy Center. Child Advocacy Centers (CAC's) are child-focused programs that coordinate the multi-disciplinary investigation, prosecution, and treatment of child abuse cases. Deirdre's House provides a secure, nurturing, home-like environment that lessens the trauma and provides a source of healing and hope for children who have suffered abuse and/or neglect.

The Deirdre's House Internship Program seeks motivated, compassionate, and talented individuals who are interested in furthering their education in the field of children's issues. The Deirdre's House Internship Program is designed for college undergraduate students for internship opportunities or community service requirements throughout the year. Internships at Deirdre's House are viewed as an opportunity for students to learn about the overall operation, mission and daily function of a child advocacy center and non-profit organization. As a facility with a very small regular staff, Deirdre's House relies on interns to provide in return reliable and proficient support for our program and clients.

Please read the following information before applying for an internship position with Deirdre's House.

QUALIFICATIONS:

- Undergraduate student in Child Advocacy, Criminal Justice, Family Studies, Psychology, Social Work, or related field
 - **Reports to:** Program Coordinator and Associate Director
- Minimum GPA 3.0 (overall)
- Experience working with children and families preferred

INTERNSHIP INFORMATION:

- Deirdre's House is not able to offer internship positions that require a degree level supervision (MSW, etc.). The Deirdre's House Internship program does not provide clinical counseling opportunities for interns. Interns will not be able to observe counseling sessions or interviews. This is not only due to legal reasons, but also to protect the privacy and confidentiality of our clients.
- Interns assist with general office duties, program management and support, social media content, and volunteer activities. Occasionally interns will be invited to attend case related meetings. There are also opportunities for supervised interaction with clients. We will not ask interns to do anything we do not do ourselves. While interns will not spend all their time "photocopying", please be aware that clerical duties are necessary for the everyday operation of the Center and some work in that area will be required.
- To ensure a meaningful learning experience, interns are required to commit to the following hours:
 - Fall and Spring Semesters: Interns must work a minimum of 12-15 hours per week.

- Summer Semester: Interns are required to work 15-20 hours per week.
- Interns will have the opportunity to work within the organization's business hours, which are Monday through Thursday, from 9:30 AM to 7:30 PM and Friday's from 9:30 AM to 4:30PM. Additionally, interns are responsible for staffing the front desk and answering phones from 4:30 PM to 7:00 PM on clinically busy days, which is included in the weekly required hours.

INTERN RESPONSIBILITIES:

The following is a brief description of some of the functions performed by interns during their time at Deirdre's House. Please note that this list is only some of the duties that may be asked of interns. The nature of our work makes day to day functions unpredictable due to the needs of a particular case or client.

- Greet and ensure the comfort of all visitors upon arrival, providing a welcoming, supportive environment
- Welcome clients to the Child Advocacy Center before their forensic interviews, medical exams, or therapy appointments. Engage with clients through activities such as playing board games, coloring, or putting on a movie to help them feel at ease. Inform the appropriate staff members of the client's arrival
- Provide visitors with information about their visit (CAC information, educational forms, etc.)
- Manage the main phone line, directing clients to appropriate referral sources and ensuring they receive the necessary support and information
- Assist Child Advocates by helping clients and families connect with services, providing referrals and resources, assisting with forms and applications, making calls on behalf of clients, translating when needed, and offering other support
- Create and post engaging content across various social media platforms, ensuring consistent messaging aligned with the organization's mission. Monitor engagement and track metrics to improve outreach
- Draft personalized thank-you letters and tax receipt letters for donors, ensuring timely and accurate acknowledgment of contributions
- Maintain reception area (playroom, waiting room, front desk, snack cabinet, kitchen, conference room, etc.) and lower-level playroom. This also includes assisting the Child Advocate with designing and updating Center decorations.
- Assist and represent Deirdre's House at fundraising, outreach events, and drives, helping to promote the organization, connect with community members, and support event execution.
- Assist with programs, program administration, day-to-day operations, data collection, and statistical information
- Write and design the quarterly newsletter, highlighting news, events, and education to keep the community informed about Deirdre's House activities
- Provide administrative support for Deirdre's House programs and events, ensuring efficient operation

In addition to the above duties, interns are typically given a long-term project to complete. This project is selected based upon areas of study and interest, as well as individual strengths and skills. Projects are designed to be mutually beneficial to the student and the Center.

COMPENSATION:

- This internship is unpaid and is available for school credit or noncredit.
- Paid parking pass

OTHER REQUIREMENTS:

- Interns and staff are occasionally required to participate in activities outside of normal business hours.
- The physical environment is an office building. The position requires the ability to walk up and down stairs, sit at a desk and work on a computer. Bending, stooping, reaching and other movement required in dealing with children.
- All candidates are subject to comprehensive background screening and finger printing. Interns must sign a confidentiality agreement. All Deirdre's House employees, interns, and volunteers must have no criminal convictions (felonies/crimes) of child abuse/neglect or violent crimes and no listing as a perpetrator with the Department of Children and Families.
- All interns must be fully vaccinated for COVID-19 and provide proof of vaccination. There will be no exceptions.

Upon completing the internship application, please email your resume, cover letter, and application to:

Catherine Rios
 Child Advocate/ Outreach Coordinator
 Email: catherine@dobcac.org



Deirdre's House
 8 Court Street
 Morristown, NJ 07960
 973-631-5000
www.deirdreshouse.org

Instructions: Please return the completed application, resume, and cover letter via email or mail to:
 Catherine Rios | Child Advocate / Outreach Coordinator
 Email: catherine@dobcac.org

INTERNSHIP APPLICATION

APPLICANT INFORMATION			
Full Name (Last, First, M.I):		Date:	
Address:	City:	State:	Zip Code:
Phone Number:	Email:		
Are you bilingual: Yes No	Language:		
Are you a citizen of the United States: Yes No	If no, are you authorized to work in the U.S: Yes No		
Date of Birth:	Social Security Number:		
Have you ever been convicted of a felony: Yes No. <i>If yes, explain below</i>			
Explain:			
Have you ever been substantiated for abuse by Child Protective Services: Yes No. <i>If yes, explain below.</i>			

Explain:

EMERGENCY CONTACT

Name:	Relationship:
Address:	Phone Number:

INTERNSHIP INFORMATION

Explain your interest in the Deirdre’s House Internship Program:

Internship Semester:	Current School Name:
Is the internship for school credit: Yes No	If for school credit, how many hours are required:
Major/ Area of interest:	

Provide your availability for the internship semester below:

Day(s):	Time(s):
Day(s):	Time(s):
Day(s):	Time(s):
Day(s):	Time(s):
Day(s):	Time(s):

Other Skills:

EDUCATION

College:	Address:
From: To:	GPA:
Did you graduate: Yes No In Progress	Degree:

High School:	Address:	
From: To:	Did you graduate: Yes No In Progress	Diploma:

Other:		Address:
From:	To:	GPA:
Did you graduate: Yes No In Progress		Degree:

EMPLOYMENT

Please list current and/or previous employment:

Company:		Phone:
Address:		
Job Title:		Supervisor:
Responsibilities:		
From:	To:	Reason for leaving:
May we contact supervisor for a reference: Yes No		

Company:		Phone:
Address:		
Job Title:		Supervisor:
Responsibilities:		
From:	To:	Reason for leaving:
May we contact supervisor for a reference: Yes No		

Company:		Phone:
Address:		
Job Title:		Supervisor:
Responsibilities:		
From:	To:	Reason for leaving:

May we contact supervisor for a reference: Yes No

REFERENCES

Please list three professional references:

Full name:

Relationship:

Company:

Phone:

Address:

Full name:

Relationship:

Company:

Phone:

Address:

Full name:

Relationship:

Company:

Phone:

Address:

COMMUNITY INVOLVEMENT

Do you hold an elected position:

Position held:

Are you currently a member of any professional, community, political, or social organization? Yes No. *If yes, answer below.*

Name:

Name:

Please describe any prior volunteer experience(s):

STATEMENT OF UNDERSTANDING

I understand that I will be subject to fingerprinting as part of a criminal background check that will be completed as part of this application process and may be conducted annually thereafter while employed at Deirdre's House. I grant permission to Deirdre's House to contact the references I have provided, and other persons deemed necessary. I understand that Deirdre's House may also conduct a check of my driving record through the New Jersey Motor Vehicle Commission as part of the application procedure. Deirdre's House reserves the right to deny acceptance of any applicant without stating a reason. All information provided on this application is accurate to the best of my knowledge and remains the sole, confidential property of Deirdre's House.

I hereby swear that the above information is true and valid to the best of my knowledge. I understand that any falsification of the above information may result in termination of my position with Deirdre's House.

Name of Applicant:	Date:
Signature of applicant:	Date:
Witness:	Date: