



Children's Advocacy Center for Denton County (CACDC) Undergraduate Internship Application

Children's Advocacy Center for Denton County (CACDC) is a non-profit agency designed to provide child abuse victims with a comfortable, neutral environment that offers a multidisciplinary approach to the prevention, detection, investigation, treatment, and prosecution of child abuse. The Center consolidates the vital resources for child sexual abuse investigations of law enforcement, Child Protective Services, Child Abuse Prosecutors from the District Attorney's Office, Sexual Assault Nurse Examiners (SANEs) and mental health professionals. Interns will not only have the opportunity to work directly with each of these agencies, but also the experience of working with child abuse victims and their non-offending family members. Interns will have a diverse, challenging experience and make a genuine contribution to the children of Denton County.

GENERAL INFORMATION

Interns are accepted during the fall, spring and summer semesters. Interns are expected to work at least 15 hours per week and must be available Wednesday from 2:00pm – 3:30pm. **All internships are unpaid.** All interns are subject to applicable CACDC employee policies and procedures.

QUALIFICATIONS

- Must have completed 60 semester hours and be in good academic standing with their university
- Must have computer skills (Word, Excel, basic typing skills)
- Must pass criminal background, IMPACT, and any other reference checks

APPLICATION PROCEDURE

Your application must include all of the following to be considered:

- Internship application with all necessary attachments
- Cover letter
- Resume
- Background check – Photocopies or faxed originals cannot be accepted (to be completed at CACDC request after initial interview)

APPLICATION DEADLINE

Fall internship applications – **July 1st**
Spring internship applications – **November 1st**
Summer internship applications – **April 1st**

If the deadline falls on a Saturday, Sunday or holiday, applications will be due the following business day.

CONTACT INFORMATION

Applications can be mailed, faxed, or hand delivered to:

Children's Advocacy Center for Denton County
Attn: Ashley Enslow
1854 Cain Drive
Lewisville, TX 75077
972-317-2818 ext. 9603
Fax: 972-317-6989

Children's Advocacy Center for Denton County
Position Description

Position Title: Client Services Intern

Reports to: Family Services Coordinator

Definition:

This is a position consisting of support to the Client Services staff and direct work with multi-disciplinary agencies to assist in providing services to child abuse victims and non-offending family members. The person filling this position must possess a willingness to learn, the ability to work independently and to be flexible, demonstrate excellent interpersonal skills, the ability to communicate well both orally and in writing, have strong organizational skills, must be able to work well with a multi-disciplinary team, exhibit a highly professional demeanor and maintain high professional ethics.

Duties:

- Maintains and organizes waiting rooms.
- Greets families as they arrive for forensic interviews and ensures comfort while at CACDC.
- Observes forensic interviews.
- Ensures each partner agency receives a copy of intake paperwork, forensic interview, and the original is maintained.
- Provides child care to children in waiting areas, as requested, to ensure safety of all children while at CACDC.
- Pulls DVDs and intakes, when requested by partner agencies, Clinical Interns, etc.
- Maintains original copy of forensic interviews, including, but not limited to, checking to ensure correct information is on the original copy, original DVDs are filed correctly and maintained in a secure and confidential manner to protect the integrity of the recording.
- Converts VHS taped forensic interviews to DVD.
- Follows up with clients to inform them of services available to them.
- Provides information and social service agency referrals to clients of CACDC, as needed.
- Assists clients in completing applications for Texas Crime Victim's Compensation.
- Documents all services provided to clients according to agency requirements and guidelines.
- Attends court trials.
- Completes a time sheet daily of activities and submits completed time sheet to supervisor at the end of the month.
- Meets with supervisor once a week for supervision.
- Other duties as assigned.

Minimum Qualifications:

- Must have completed 60 semester hours and be in good academic standing with their university
- Must have computer skills (Word, Excel, basic typing skills)
- Must pass civil and criminal background and any other reference checks

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PERSONAL INFORMATION

Name _____ Date _____

Birth date ____ / ____ / ____ Social Security Number ____ - ____ - ____

Current Address _____ City _____ Zip _____

Permanent Address _____ City, State _____ Zip _____

Email _____

Home Phone _____ Cell Phone _____ Work Phone _____

Languages Spoken:

Slightly

Adequate

Frequently

EDUCATION

If accepted for this internship, will this internship count toward academic credit? Yes No

Current College/University _____

Address _____ City, State _____ Zip _____

Major _____ GPA _____ Hours _____

Expected Date of Graduation _____

Previous College University _____

Address _____ City, State _____ Zip _____

Major _____ GPA _____ Hours _____

Dates Attended _____

Previous College University _____

Address _____ City, State _____ Zip _____

Major _____ GPA _____ Hours _____

Dates Attended _____

WORK EXPERIENCE

List information for your three (3) most recent employers. Other relative work experience can be listed elsewhere.

Current Employer _____

Address _____ City, State _____ Zip _____

Phone _____ Date of Employment ____/____/____ until ____/____/____

Job Title _____ Supervisor _____

Duties _____

Previous Employer _____

Address _____ City, State _____ Zip _____

Phone _____ Date of Employment ____/____/____ until ____/____/____

Job Title _____ Supervisor _____

Duties _____

Previous Employer _____

Address _____ City, State _____ Zip _____

Phone _____ Date of Employment ____/____/____ until ____/____/____

Job Title _____ Supervisor _____

Duties _____

REFERENCES

List two individuals you have known at least two years. Do not list family members.

Name _____

Phone _____ Email _____

Relationship _____ How long? _____

Name _____

Phone _____ Email _____

Relationship _____ How long? _____

AREAS OF INTEREST

Rank your top three (3) areas of interest, 1 being "most interested."

- ___ Child Care ___ Education ___ Sexual Assault Nurse Examiner
- ___ Child Protective Services ___ Event Planning/Coordination ___ Social Services
- ___ Computers/Internet ___ Fundraising ___ Therapy
- ___ Criminal Law ___ Police Investigation ___ Victim Assistance
- ___ Criminal Prosecution ___ Public Speaking ___ Other - _____

AVAILABILITY

Semester Fall Spring Summer Year _____

List the days (Monday through Friday) and hours (8:00 AM until 5:00 PM) you will be available, as best as you can. Use the space provided below to explain any comments or concerns regarding your schedule.

****Note: Interns are expected to make a commitment of at least fifteen (15) hours per week and must be available on Wednesday from 2:00 – 3:30pm.****

Monday	Tuesday	Wednesday	Thursday	Friday

EXPERIENCE SUMMARY

Mark if you have experience and are comfortable using without direction, the following programs:

- ___ Adobe Acrobat ___ Microsoft Outlook
- ___ Converting files to PDF ___ Microsoft Publisher
- ___ Internet Explorer ___ Microsoft Word
- ___ Collaborate ___ Windows XP
- ___ Microsoft Excel

Other computer experience _____

Explain any experiences you have with each of the following. Attach Additional sheets, if necessary.

Child Protective Services

Criminal Justice System

District Attorney's Office

Law Enforcement

Sexual Abuse

List all community involvement, professional organizations, including offices held, honors and awards. Include dates. Use the back if necessary.

ESSAY QUESTIONS

Answer the following questions on a separate sheet of paper and attach to your application. Limit each answer to 200 words or less.

Why do you want to be an intern at the Children's Advocacy Center for Denton County?

Where do you hope to be in 1 year, 5 years, and 10 years?

What skills do you hope to enhance or learn during your internship?

What is your dream job?

Children's Advocacy Center for Denton County (CACDC) Intern Statement

I hereby acknowledge and understand that with the completion of this application, I give my permission to the Children's Advocacy Center for Denton County and to its authorized agents to use any and all means to verify the information in this application. This includes the accessing of information with regards to criminal history, employment history and other information that may be appropriate to my qualifications regarding the internship program.

(PLEASE INITIAL _____)

I further understand that the Children's Advocacy Center for Denton County has the right to review this application's subsequent information unconditionally, accept or reject my application for internship program placement, and to terminate my internship program placement at any time, and that upon termination, I will return any and all property issued to me by this agency.

(PLEASE INITIAL _____)

I understand that I will receive an intern training manual and agree to abide by the policies and procedures set forth in this manual. I also understand that this manual explains the Confidentiality Policy, which specifies that for the protection of all served, every person is prohibited from disclosing the contents of any communications, records, and/or files, except for the purposes directly connected with the administration of the Children's Advocacy Center for Denton County.

(PLEASE INITIAL _____)

SIGNATURE OF APPLICANT _____ DATE _____

FAMILY SERVICES COORDINATOR _____ DATE _____

Children's Advocacy Center for Denton County (CACDC)

Intern Agreement

1. I understand and will adhere to the goals and standards of the Children's Advocacy Center for Denton County.
2. I will attend any orientation, training, or continuing education required for this position.
3. I will treat clients with dignity and respect at all times, and be non-judgmental of clients' values.
4. I will maintain that the client is responsible for all decisions he/she makes.
5. I might listen to, but will never take a position on, issues of religion or politics.
6. I will not give any medical, legal, or psychological advice.
7. I will not share personal information about myself, such as home phone number or address with clients.
8. I will not give clients money or transportation.
9. I will maintain the confidentiality of clients and staff.
10. I will not take a position on issues of birth control, pregnancy, or pregnancy termination with any of the Center's clients.
11. I will not talk with the media about any of the clients or investigative activities of the Center.
12. I will not discriminate for reasons of gender, race, age, sexual preference, or economic status.
13. I will complete all documentation for services provided and volunteer hours worked.

I have read, understand, and agree to abide by the terms set forth in the CACDC Intern Agreement. I understand that violation of these terms is grounds for dismissal from my internship.

SIGNATURE OF APPLICANT _____ DATE _____

FAMILY SERVICES COORDINATOR _____ DATE _____