



Macomb County Child Advocacy Center, Inc. / Care House

131 Market Street

Mount Clemens, MI 48043

(586) 463-0123 ♦ www.mccarehouse.org

VOLUNTEER / INTERN APPLICATION

Thank you for your interest in Care House. We welcome prospective volunteers and interns from diverse backgrounds and experience. We hope you will consider joining us in our work to protect children. Please return the completed application via e-mail, fax or mail to Care House.

The questions asked in this application are asked as a preliminary assessment of your interests and talents to determine your potential placement as a Care House volunteer or intern.

INFORMATION DISCLOSURE

As an applicant, your name, job history, education, training, and work availability are public information. All other information will remain private. As a volunteer/intern, your name, job title, job description, dates of volunteering, work location, work telephone number, and time sheets can be made public. All other data about you remains private and will not be shared without your written permission.

If you have been arrested or convicted of a crime against a child, or if you do not successfully pass the required background clearances, you CANNOT volunteer at Care House.

A Michigan State Police criminal background check and a Department of Human Services Central Registry Clearance background check will be conducted and are required to be accepted in the volunteer/internship program. If you choose to withhold this information, you will be ineligible to volunteer or have your internship here. Upon receipt of a completed volunteer/intern application, signed release form, and signed consent form, Care House will conduct the above-mentioned criminal background checks. The Care House Talent Coordinator will review all results.

In instances where negative or incomplete information is obtained, the Executive Director will assess the potential risks and liabilities and determine whether the individual should be accepted for volunteer/intern work. All offers of volunteer/intern work at Care House are contingent upon clear results of a thorough background check. Background checks will be conducted on all adult volunteers. Care House reserves the right to modify this policy at any time without notice. Please also note that as a volunteer/intern, you are obligated to report changes in your ability to drive and/or the loss of vehicle insurance coverage.

VOLUNTEER JOB DESCRIPTIONS

Please note the following requirements for volunteer eligibility:

18 years of age or older, completed volunteer/intern application, volunteer interview, criminal background check, reference check, agency orientation and agency provided training. Availability for positions, unless otherwise stated, is normal business hours (9am-5pm) and upon advance notice of special projects.

Clerical/Office Volunteer

Duties include but are not limited to: making copies, compiling packets, organizing files and literature, preparing bulk mailings, restocking shelves, answering telephones, maintaining office/wish list inventories and general everyday administrative tasks. Volunteer may also welcome families, assist parents with paperwork, assist with providing snacks to children, tidying waiting room areas and providing guests with general assistance.

Direct Care Volunteer

Duties include but are not limited to: Greeting and informally visiting with children and adults while creating a safe and child friendly environment as families wait for interviews or counseling sessions, supervising/entertaining children and siblings in the waiting area, assisting with providing snacks to children, helping children pick out stuffed animals to take home and tidying the waiting room areas. The Direct Care Volunteer may also assist Care House's Family Advocate/Counselors during weekly group sessions (Group Sessions are held at various times and volunteers will be notified in advance to participate as needed).

Applicants for Direct Care Volunteer positions MUST complete a specialized training by Care House prior to placement. (Please note: If you have worked or volunteered with another organization you **MUST** list that organization as a reference.)

Facility Maintenance Volunteer

Duties include but are not limited to: spending time outdoors beautifying the yard in the spring, summer or fall by planting flowers, raking leaves, maintaining flower beds or weeding unwanted vegetation. These volunteers may also participate in interior and/or exterior painting and cleaning projects. These projects can be good opportunities for high school groups, work or church groups who are interested in community involvement.

Special Event / Fundraising Volunteer

Duties include but are not limited to: pre-event planning and preparations, post-event clean up, participation in various aspects of special events, serving on and attending event committee meetings. This position also includes gathering donations for the event, assembling mailings and telephoning prospective advertisers/sponsors. This volunteer may also participate in the event by helping with registration, greeting guests, collecting tickets or various other activities. Our

events are held at various times throughout the year and volunteers will be called to participate as the need arises.

If you have any questions regarding our volunteer opportunities, please contact our Volunteer Coordinator, Sheri Miller at SheriM@mccarehouse.org or at 586-463-0123.



INTERN JOB DESCRIPTIONS

Please note all the following requirements for intern eligibility:

Interns should be at least 18 years of age, with all the appropriate paperwork and background checks completed prior to starting. Potential interns should be able to commit to a full semester (or quarter, depending on the university they attend) with hours reaching up to 40/week if applicable. All orientations, training and supervision will be completed at Care House with the appropriate supervisor, with debriefing happening regularly.

Counseling Intern Job Description

Interns will see clients and family members suffering from trauma related to child sexual abuse, other child abuse and neglect, witnesses to violent crimes including homicide and accidental death, grief and loss. The trauma is often complex and very challenging, yet very rewarding. Interns **MUST** engage in self-care, be honest about how they are feeling and reacting to what they see and hear and must be willing to communicate with their supervisor(s). Interns must be emotionally stable and should have a passion for engaging in trauma-focused interventions. We would ask that prospective interns carefully think about their choice before selecting Care House as an internship site.

Counseling interns further develop and practice their clinical skills, learn clinical documentation, treatment planning, conduct intake sessions, and provide ongoing individual and group therapeutic services with a caseload of up to six therapy clients on an ongoing basis. Your caseload may include children as young as three years old to adults and caregivers of all ages. It is expected that interns be willing to work with any age group or combination. There can be no guarantee that an intern will work just with children or just with adults. Flexibility is a requirement.

Interns will have the opportunity to participate in therapeutic group activities, conduct crisis counseling, advocate for children and families, and spend time interacting with the interviewing staff and multi-disciplinary team members-which include: County Prosecutors, Child Protective Services Workers, and law enforcement at all levels. Following forensic interviews, interns will become responsible with training for providing crisis counseling and advocacy services to our families and provision of case management referrals to our clientele. Interns will be responsible for making follow-up phone calls at two intervals to check in on our families and their well-being.

Counseling interns will receive at least one hour per week of individual supervision. Counseling interns will also participate in weekly case conferencing and will be expected to be prepared to respond and contribute to assist the presenter as well as present their own cases as scheduled.

As an agency we do not normally operate on weekends. There may be opportunities for interns to participate in Agency events which may take place during non-office hours or days. There are opportunities to participate in additional training for professional development. Interns are never left on the premises without supervision of clinical program staff.

If you have any questions regarding our Counseling internship opportunities, please contact Lynn MacDonald, Clinical Coordinator, at LynnM@mccarehouse.org or at 586/463-0123.

BSW Intern Job Description

*The duties for this position **MAY** include, but are not limited to:

- Transcribing notes for our forensic interviews
- Providing post-interview crisis counseling to non-offending family members/caregivers
- *Welcoming families to Care House and providing snacks and juice box to children and offering water or coffee to adults
- *Providing support to families while child is being interviewed (Listening to concerns and answering questions about Care House, providing basic resources, and engaging in conversation with families to decrease their anxiety or worries while their child is being interviewed)
- *Interacting with child/children while the parent/guardian is meeting with the multidisciplinary team (MDT) post-interview. This meeting is held in the conference room. If the child has anxiety about the parent leaving the room, you can try to redirect child to an activity or neutral topic
- *Offering a stuffed animal at appropriate time (and NEVER give them prior to interview)
- *Assisting child and family in cleaning up the family room
- Researching and writing blog posts for the Care House website
- Answering the telephone
- Participate in community engagement activities/tours
- Participate in education/prevention engagements within the community
- Assist with fundraising planning and execution for the Care House organization, including attending and working events
- After the family leaves:
 - ✓ restock interview room supplies
 - ✓ clean and/or disinfect tables and toys
 - ✓ remove any used paper off the easel and replace with more paper
 - ✓ replace light bulbs if needed
 - ✓ rewind videotapes if the family watched movies
 - ✓ restock stuffed animals if needed
 - ✓ check the bathroom for any messes left behind
 - ✓ debrief with interviewer immediately after interview

If you have any questions regarding our BSW internship opportunities, please contact Nichole King, Lead Forensic Interviewer, at NicholeK@mccarehouse.org or at 586/463-0123.

Criminal Justice Intern Job Description

*The duties for this position **MAY** include, but are not limited to:

- Transcribing notes for our forensic interviews
- *Welcoming families to Care House and providing snacks and juice box to children and offering water or coffee to adults
- *Providing support to families while child is being interviewed (Listening to concerns and answering questions about Care House, providing basic resources, and engaging in conversation with families to decrease their anxiety or worries while their child is being interviewed)
- *Interacting with child/children while the parent/guardian is meeting with the multidisciplinary team (MDT) post-interview. This meeting is held in the conference room. If the child has anxiety about the parent leaving the room, you can try to redirect child to an activity or neutral topic
- *Offering a stuffed animal at appropriate time (and NEVER give them prior to interview)
- *Assisting child and family in cleaning up the family room
- Researching and writing blog posts for the Care House website
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- Participate in community engagement activities/tours
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 - ✓ restock interview room supplies
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 - ✓ replace light bulbs if needed
 - ✓ rewind videotapes if the family watched movies
 - ✓ restock stuffed animals if needed
 - ✓ check the bathroom for any messes left behind
 - ✓ debrief with interviewer immediately after interview

If you have any questions regarding our Criminal Justice internship opportunities, please contact Agisha Varughese, Crisis Counselor, at AgishaV@mccarehouse.org or at 586/463-0123.

Human Services Intern Job Description

*The duties for this position **MAY** include, but are not limited to:

- Answer telephones
- Welcome families
- Data Entry - transferring old case files into our new web-based system
- Interview confirmation calls
- Observe forensic interviews (scheduled weekly time)
- Transcribe interview notes
- Assist with general maintenance of records, supplies, marketing materials etc.
- Assist with our child abuse prevention program
- Research possible fundraising and grant opportunities
- Special projects (child abuse prevention, others)
- Assist with fundraising planning and execution for the Care House organization, including attending and working events. May also help with recognition activities to donors and volunteers involved in the events

If you have any questions regarding our Human Services internship opportunities, please contact Sheri Miller, Volunteer Coordinator, at SheriM@mccarehouse.org or at 586/463-0123.



Today's Date: _____

How did you hear about us? _____

Full legal name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: () _____ Work Telephone: () _____

Cell Phone: () _____ Email: _____

Place of employment and/or name of school: _____

Have you had any previous volunteer/internship experience?

If so, please list the name of the organization(s) and the approximate time frame.

Organization: _____ Time frame: _____

Organization: _____ Time frame: _____

List your level of education and special trainings: _____

When is the best time to reach you? _____

How do you prefer we contact you? _____

Please indicate morning, afternoon and evening availability.

Monday	A.M. _____	P.M. _____	Evenings _____
Tuesday	A.M. _____	P.M. _____	Evenings _____
Wednesday	A.M. _____	P.M. _____	Evenings _____
Thursday	A.M. _____	P.M. _____	Evenings _____
Friday	A.M. _____	P.M. _____	Evenings _____
Saturday	A.M. _____	P.M. _____	Evenings _____
Sunday	A.M. _____	P.M. _____	Evenings _____

Some volunteer/internship duties require the use of a car. Do you have an available car covered with liability insurance? Yes No

Are you considering volunteering with us for course credit or to fulfill a class requirement?

Yes No Degree _____

If yes:

School name: _____ Course: _____

Instructor's name: _____

Have you ever been convicted of a crime? Yes No

If yes, please explain: _____

Do you have any experience in the following areas?

Clerical Skills

- Typing
- Phone/Reception Work
- Mailings
- Other _____
- Filing
- Computer Work/Data Entry
- Web Design and Maintenance

Miscellaneous Skills

- Sorting/Organizing
- Heavy Cleaning
- Repairs
- Other _____
- Light Cleaning
- Pick-Ups and Deliveries
- Gardening

Communication Skills

- Public Speaking
- Journalism
- Foreign Language(s)
- Graphic Arts
- Other _____
- Fundraising
- Public Relations
- Sign Language
- Grant Writing

Please list additional interests, knowledge areas, hobbies or special skills that you offer as a volunteer. _____

Please indicate the areas of service that interest you.

- Administrative/Clerical
- Fundraising
- Grounds Maintenance
- Other _____

Have you had any experience with a human service agency as a staff person, foster parent, volunteer or client? If yes, please describe:

Were you abused or neglected as a child? Yes No

Were you ever a victim of sexual assault? Yes No

Is there a person close to you who has been neglected or abused? Yes No

Please list two or more expectations or ideas you have about volunteering at Care House.

Any additional thoughts, comments, or anything else you would like us to know?

Please list three personal or professional references that we can call.

	Name	Phone Number	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Permission to Conduct Criminal Background Check

I hereby give my permission for Care House to conduct a criminal background check to obtain information for the purpose of assessing my suitability as a Care House volunteer or intern.

Acknowledgement

I declare that all the preceding information is true and correct to the best of my knowledge. I understand that the information given in this application will be verified. I further understand that any false or misleading information given by me can disqualify me from consideration or result in separation at a later time.

I understand that the organization is not obligated to provide a placement, nor am I obligated to accept the position offered. I also understand that a volunteer/internship position at Care House is an at-will position.

Applicant Signature

Date

Parent Signature (if applicant is under the age of 18)

Date

Thank you for taking the time to fill-out this application completely and honestly. Upon receipt, we will notify you and schedule an interview.

Please return this application to:

Care House
Attn: Volunteer Coordinator
131 Market Street
Mt. Clemens, MI 48043
Phone: (586) 463-0123
Fax: (586) 783-3515
E-mail: SheriM@mccarehouse.org



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CRIMINAL BACKGROUND CHECK FORM

Please complete the information below. All information will be held in strict confidence.

Full Legal Name: (including middle initial): _____

Other Name(s) if applicable: _____

Address: _____

Date of Birth: _____

Race: _____ Male Female

Permission to Conduct Background Checks

I hereby give my permission for Care House to conduct a criminal background check to obtain information for the purpose of assessing my suitability as a Care House volunteer/intern.

Applicant's Signature

Date

Parent's Signature (if applicant is under the age of 18)

Date

=====

For Completion by Care House

Date of background checks: _____ Initials: _____

MI Public Sex Offender Registry (ICHAT) _____ No results found

US Public Sex Offender Registry _____ No results found

Comments _____



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**VOLUNTEER/INTERN
RELEASE OF INFORMATION**

I AUTHORIZE Care House to verify any of the information contained in my volunteer/intern application. I understand that any false information contained in my application may prevent me from being accepted as a volunteer or intern with Care House.

I understand that, if I am accepted as a Care House volunteer/intern, I will serve at the will of the agency and I shall be bound by the guidelines of the agency, which will be explained to me during my training. I further understand that failure to comply with these same guidelines may result in my dismissal.

I agree that either party may terminate the voluntary relationship, with or without cause, at any time for any reason.

I understand that I will not be rejected for a volunteer/intern position on the basis of race, creed or religion, color, gender, national origin, age, sexual orientation, handicap or other factors, which cannot be lawfully used as the basis for a decision.

I understand that, in order to volunteer or internship, I must successfully complete with signature a criminal background check form. I further understand that failure to sign this form, and/or failure to successfully pass the criminal background check will prevent me from filling a volunteer or internship position.

I give Care House permission to contact the references that I have listed on my volunteer/intern application. I understand that specific questions will be asked of my references and will include, but not be limited to:

- Length of the time the referral has known me
- Capacity in which referral has known me
- Referral's perceptions of my character
- Referral's perception of my ability to act in a professional manner

In signing this form, I agree that the above information has been explained to my satisfaction and I have complete understanding of its meaning. I further understand that a copy of the signed form will be given to me for my reference.

Applicant's Signature

Date

Parent's Signature (if applicant is under the age of 18)

Date

CENTRAL REGISTRY CLEARANCE REQUEST
Michigan Department of Health and Human Services

Copy Photo ID Here
or
Attach a Separate Page

SECTION 1 INFORMATION ON PERSON BEING CLEARED

Name, (First, Middle, Last)	Signature Required for Individual Being Cleared		Date
Also Known as Name (AKA)	Social Security Number		Date of Birth
Address	City	State	Zip Code
Phone Number	Email		
<input type="checkbox"/> I am completing this for myself. <input type="checkbox"/> I would like to pick up my results _____ County (For Michigan Residents Only).			

SECTION 2 REQUESTER INFORMATION

Please Check Appropriate Box			
<input type="checkbox"/> Employer	<input checked="" type="checkbox"/> Volunteer Agency	<input type="checkbox"/> Adoption/Foster Care Home Screening	<input type="checkbox"/> Court/Law-Enforcement/Department of Corrections/Prosecuting Attorney
<input type="checkbox"/> Other _____			
Name of Agency or Organization Macomb County Child Advocacy Center, Inc. / Care House			
Name of Requester Sheri Miller			
Address 131 Market Street	City Mt. Clemens	State MI	Zip Code 48043
Email shexim@mccarehouse.org	Fax 586/783-3515	Phone Number 586/463-0123	

Employers/Volunteer Agencies will ONLY receive responses of NO central registry if the person being cleared has approved this request with their signature. Employers/volunteer agencies will NOT receive notification if the name submitted has any central registry hits per CPL 722.627. For questions about completing this form, please contact the local Michigan Department of Health and Human Services, see attached contact list.

This clearance does not identify individuals who may have child abuse/neglect history in other states, territories or tribal trust land.

The confidentiality of central registry information is protected by Sections 7 through 7j of the Michigan Child Protection Law (MCL 722.627-722.627j). Anyone who violates this protection is guilty of a misdemeanor and is civilly liable for damages.

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.