



## MACOMB COUNTY CHILD ADVOCACY CENTER, INC./CARE HOUSE Human Services Internship

Macomb County Child Advocacy Center/Care House has some wonderful opportunities for undergraduate and graduate interns to join the Care House Team for the semester!!

The mission of Care House is “To prevent and reduce the incidence and trauma of child sexual and physical abuse in Macomb County through collaborative, multidisciplinary, and effective family-centered activities.”

*Position requirements and information for all volunteers and interns: Must be 18 years of age or older (with some exceptions for supervised school groups) and successfully complete the volunteer application, criminal background checks, reference checks, volunteer interview, agency orientation, and agency provided training. We request that volunteers commit to at least six months of service and interns commit to at least one semester. Travel may be required for trainings, tours, and community meetings.*

*Human Services volunteers/interns should have experience working with children (some education and training in child/family development is preferred). Hours are flexible; but should be able to commit to a minimum of 8 hours per week. This position does not offer the opportunity for supervisory experience. Human Services volunteers/interns must display the following qualities and skills: emotional maturity and stability, professionalism, empathy, confidentiality, strong personal boundaries, patience, flexibility, good self-care, and the ability to work well within a multi-disciplinary team.*

The duties of a Human Services intern **may** include, but are not limited to:

- Answering telephones
- Welcoming families
- Data Entry - transferring old case files into our new web-based system
- Interview confirmation calls
- Observing forensic interviews (scheduled weekly time)
- Transcribing interview notes
- Assisting with general maintenance of records, supplies, marketing materials etc.
- Assisting with our child abuse prevention program
- Researching possible fundraising and grant opportunities
- Special projects (child abuse prevention, others)
- Assisting 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
- Other responsibilities as assigned

Please contact the Volunteer Coordinator, Sheri Miller, to begin the application process and with any questions at 586/463-0123 or [sherim@mccarehoue.org](mailto:sherim@mccarehoue.org).

*The Macomb County Child Advocacy Center, Inc./Care House is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment, internships and volunteer placements. All personnel actions, such as recruitment, hiring, placements, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and education, recreational, and social programs are administered without regard to sexual orientation, race, color, sex, religion, national origin, citizenship status, age or disability status.*