



**Macomb County Child Advocacy Center, Inc./Care House
Intervention/Administrative Support Volunteer or Intern Position**

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.

Intervention/Administrative Support 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 8-16 hours per week. This position does not offer the opportunity for supervisory experience. Intervention/Administrative Support 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 (MDT).

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

- Working with the Intervention Coordinator and Intake Coordinator as a support for the MDT, which includes all law enforcement jurisdictions in Macomb County, the Department of Health and Human Services - Child Protective Services and the Macomb County Prosecutor’s office
- Making calls to MDT members and families for appointment confirmation
- Making calls to MDT members for case disposition updates and entering case updates in NCAtrak
- Transcribing notes for our forensic interviews
- Welcoming families to Care House and providing a snack and juice 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
 - Offer a stuffed animal at appropriate time (and NEVER give them prior to interview)
- Assisting child and family in cleaning up the family room
- 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
- Researching community resources to update referral binders to assist families in accessing mental health or medical services, protective orders, housing, public assistance, domestic violence intervention, transportation, etc.
 - Researching program, administrative, and general grant opportunities for non-profit organizations
 - Assisting in migrating data from old client database into NCAtrak database
 - Tabulating surveys
 - Other duties as assigned by Intervention Coordinator or Volunteer Coordinator

This internship also offers opportunities to participate in trainings and webinars specific to dynamics of child abuse, child abuse prevention, the multidisciplinary process and other relevant topics. Contingent upon availability, interns may also shadow assistant prosecutors or detectives, tour other community service agencies and observe a criminal trial.

Please contact the Volunteer Coordinator, Sheri Miller, to begin the application process and with any questions at 586.463-0123 or sherim@mccarehouse.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.