



the cottage

sexual assault center & children's advocacy center

The Cottage, SAC & CAC Child Services Intern Job Description

Child service interns assist The Cottage's Child Advocacy Center staff with any services provided to children and their families who have experienced any kind of abuse (physical, sexual, domestic violence, neglect, etc.). Internships can range from 15-20 hours a week for 2-3 days a week. All internships are unpaid.

Direct Service

- Provide Child Advocacy with child clients during the forensic interview and forensic medical examination process.
- Attend and take notes during monthly MDT meetings
- Shadow Family Advocate(s), participate in training, perform the service as a Family Advocate (as competence is shown and with further supervision)
- Co-facilitate support groups as requested
- Perform evaluations with clients and complete follow-up calls as needed

Professional Development

- Engage in weekly direct supervision with the Director of the Children's Advocacy Center
- Attend, observe, and participate in DYAD when available
- Engage in continued education and training opportunities provided by The Cottage
- Attend, observe, and participate in weekly child services team meetings
- Attend cross training on all Cottage services

Community

- Engage in outreach and prevention as available and requested
- Participate in The Cottage events as requested

Documentation

- Fulfill documentation including notes, database, and stats for child services as requested

General Intern Duties

- Fulfill general expectations of all Cottage interns, including:
 - Participate in weekly staff meetings
 - Participate in weekly intern support meetings
 - Manage the hotline in all capacities on the date assigned
 - Answer the door
 - Engage in general maintenance of the office
 - Turn off alarm, turn on lights, and open the blinds
 - Checking in on trash and general cleaning of The Cottage
 - Trash and recycling

To apply, submit a resume, cover letter, and 2-3 references to the Executive Director, Linnea Ionno at Linnea@northgeorgiacottage.org