



### **Children's Advocacy Center Intern**

**Reports To:** Director of Children's Advocacy Center/Multi-Disciplinary Team Coordinator

**Primary Work Location:** 1325 Sycamore Road, DeKalb, IL 60115

**Length of Internship:** Minimum two semesters preferred; one semester required

**Hours:** Dependent on University's Requirements and agency needs

**Function:** Responsible for providing support to clients being served through the CAC, completing various referrals for services depending on the family and client's needs, maintaining database information, and assist with school and community presentations. This intern helps to ensure that the client and family's needs are met and maintaining client files under the direct supervision of the MDT Coordinator.

**Duties & Responsibilities:**

- Shadow individual and group counseling to Children's Advocacy Center clients
- Conduct crisis and offer support for children in the CAC
- Consults with professional staff and supervisors as needed
- Provides education presentations and lectures to community and educational partners
- Maintain databases for clients and run reports for grant information as needed
- Other duties as appropriate

**Education:**

- Currently enrolled in a graduate-level program related to social services, social work, family social services, or human services.

**Requirements:**

- Must be willing to undergo Background Checks.
- Must have COVID-19 vaccination
- Must be enrolled in a **master's program**.
- Must be able to comply with HIPAA regulations.
- Must have valid driver's license, vehicle insurance, and vehicle

**Contact Information:**

- Rylie Loucks-Kues, CRC CADC
- Director of Community Programming & Outreach
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