

INTERN DESCRIPTION

Title: Intake and Case Management Intern-

Reports To: Amy Bell- Child and Family Therapist or Emily Murphy – Bilingual Child and Family Therapist

Degree Requirements: Pursuing a Bachelor's degree in Social Work, Counseling, Psychology, or related degree program with appropriate foundational skills or Foundation Year Master of Social Work Student

Time Commitment: Minimum of six months. At least 15 hours per week at DCAC. Must be available afternoons from 3-5pm to accommodate clients' schedules. Ideally would be available in person on Thursdays from 11AM to 12PM for clinical meetings/ group supervision.

The mission of Denver Children's Advocacy Center is to prevent abuse, strengthen families and restore childhood. DCAC serves children who have been sexually abused, physically abused, neglected, or traumatized by witnessing violence. We are one of 19 child advocacy centers in Colorado providing friendly, family-supportive services in one central location, or close by. Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate and effective investigation, assessment and, if needed, mental health treatment. DCAC is committed to providing services, along with a broad network of community partners, to all communities and populations in Denver. We are committed to the ongoing work of providing quality and culturally-responsive services to children and families of all backgrounds and identities

General Responsibilities:

It is the responsibility of all DCAC employees, interns, and volunteers to support DCAC's mission and goals, to respect the confidentiality of all who come to us for assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and to dedicate ourselves to inclusivity.

Summary of Position

The Intake and Case Management Intern provides essential support for the Assessment and Treatment Program of DCAC to ensure a continuum of therapeutic services for children ages 3 to 17 who have been sexually abused, physically abused, neglected, or traumatized by witnessing violence. The focus of this position is to complete therapy intakes and provide case management services to child victims of trauma and to their non-offending caregivers.

Case Management Duties and Responsibilities

- Knowledgeable about Child Advocacy Center operations and family services resources
- Provide direct case management and crisis prevention support to clients and families, while connecting them with basic needs, such as housing, food, clothing, health care, legal services, and vocational services
- Develop and maintain effective relationships with other community professionals and organizations and maintain a working knowledge and database of available community services
- Act as a client advocate and a liaison between internal and external providers, and community resources to integrate and coordinate services
- Make referrals to community based organizations and resources that are consistent with the identified needs in the plan of care or by the client
- Provide services that demonstrate cultural awareness and respect of cultural beliefs, customs, and norms

- Consistently meet service deadlines relating to responding to referrals and conducting case management and documentation
- Provide Spanish- English language translation for clinicians as needed
- Provide Spanish- English interpretation when needed

Clinical Intake Duties and Responsibilities

- Conduct and manage initial intakes and orientations for the Assessment & Treatment program
- Review intakes with the Intake Manager
- Provide support, orientation and information about DCAC services to child victims of crime and to non-offending family members
- Provide information to non-offending family members about their rights as victims of crime, including victim compensation assistance and other community resources

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Written and oral Spanish language skills (required)
- Ability to tolerate numerous interruptions throughout the day
- Cultural awareness of the needs of diverse populations
- Must pass background check