

MARY'S HOME FAMILY ADVOCACY & CHILD WATCH INTERN POSITION DESCRIPTION

Title:	Family Advocacy & Child Watch Intern
Accountable To:	Family Advocate
Status:	Volunteer position without opportunity for employment

Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term and educationally-focused program for single mother families working to exit homelessness permanently. Mary's Home is a holistic program offering high support and high challenge through trauma-informed practices and research-based modalities.

Position Purpose & Overview

The Family Advocacy & Child Watch Intern will be engaged in a win-win opportunity, by supporting the world of Family Advocacy (including Child Watch) at Mary's Home while also gaining invaluable experience from a residential program setting to enrich her career path. The FA & Child Watch Intern will have direct client interaction with both adults and children, will be creating case notes on those interactions, and will be coached in how to grow more skillful in her partnerships with clients. When serving in the capacity of Child Watch Day Lead, the FA & Child Watch Intern will be responsible to provide dependable, safe, secure, and nurturing care to the resident children for up to 4-hour shifts, supervising a team of 2-6 other adult volunteers. There is a potential opportunity to explore emotional regulation, ABA techniques, and assessments with the children during the Child Watch workshops, including curating material for the development of the volunteer Child Watch Team in trauma-informed care.

Through the many different interactions this intern will have, she will gain awareness of and exposure to client population of single mother families exiting homelessness and practice interacting with these families in a way that demonstrates dignity, empathy, and respect. As there are needs which arise sometimes unexpectedly in the FA world, this intern will practice the value and posture of flexibility and adaptability to meet needs. This intern will have up-close exposure to the nature of working in a small non-profit organization and how to achieve effective collaboration with multiple teams, consistently practicing teachability in response to staff coaching. Housing may be provided if space is currently available; this can be discussed in the interview process.

Responsibilities

Child Watch

- Supervise and monitor the safety of children in your care
- Hold or sit with and lovingly interact with children through games, stories, and age-appropriate play
- Avoid any form of discipline, but remind children of boundaries and re-direct behaviors
- Assist the Child Watch Coordinator in making sure there is a signed Child Watch Agreement form for every child in the room prior to the mother leaving the child in the care of the volunteers
- Change the diapers of infants and toddlers

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- Ensure that there are always two or more volunteers in the same room as child/children for safety and accountability purposes
- Never administer medication or any first aid care beyond a band aid to a child
- Take children outside to the back of the FLC but never to the front of the FLC for safety reasons
- If a child is having continual behavior problems, contact the mom to pick her child up
- If a security emergency were to occur, push panic button immediately (immediately afterwards, call the on-call RA)
- If a medical emergency were to occur, call 911 immediately and ask a volunteer to go get the respective mother (immediately afterwards, call the on-call RA)
- Straighten the Nursery Room and clean any toys before leaving your shift
- Purchase supplies for the Children's Room using a Mary's Home credit card when needed and approved by supervisor
- Use Google Voice phone number to communicate with the Child Watch Coordinator, residents, and Mary's Home Staff
- Communicate needs to the Child Watch Coordinator, the Family Advocates, or the RA on call via slack or phone, depending on how time sensitive

Family Advocacy

- After training and shadowing Family Advocates, possibly lead one-on-one or small group meetings with clients to help them progress towards their goals, practicing active listening skills
- Be willing to work collaboratively with the Family Advocates, listening to their direction when it comes to how to advise/partner with clients
- Complete Case Notes in a timely manner, both for the meetings you lead and the meetings you shadow led by the Family Advocates
- Demonstrate teachability and a willingness to receive feedback and adjust frequently, depending on what the residents need and the direction of the Family Advocates
- Complete data entry and administrative tasks for the Family Advocates as needed
- Drive residents to appointments, including some last minute appointments when residents or their children may be ill (negotiable)

General Internship Responsibilities

- Participate in training and professional development with the Mary's Home Staff when applicable
- Attend Mary's Home staff meetings as supervisor advises and schedule allows
- Complete other duties as assigned, demonstrating an attitude of humility, teachability, and servant leadership
- Maintain excellent communication with multiple people and teams proactively, and demonstrate an openness to receive constructive feedback and adjust accordingly
- Document service hours through VicNet

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth, in agreement with the Nicene Creed
- Bachelor's Degree in Social Work, Child Development, Psychology, or related field strongly preferred
- Have a sense of comfortability working with adult women and children

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- Have experience in caring for children between the ages of 0 to 7 with the ability to adapt and interact with a variety of personalities
- Willing to complete CPR training for infants and children prior to starting role
- Has received training or is willing to receive training in trauma-informed care
- Ability to arrive on time and be dependable for the resident families, Family Advocates, and Child Watch Team
- Be a welcoming/professional presence to resident families, Child Watch Team, and staff

Time Commitment

15+ hours/week for 12+ weeks, depending on internship requirements. There is a preference for this role to be filled by an intern for two consecutive semesters because of how training-intensive it is.

Physical Requirements:

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise			X
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing		X	
Sitting			X
Walking		X	
Bending			X
Work with Others			X
Working Alone		X	
Crawling or Kneeling			X
Repetitive Movements		X	
Office Machines			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer	X		
Copier	X		
Dictaphone	X		
Scanner		X	
Moving Heavy Items			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward			X
Carrying			X
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X