



Position	Child & Family Advocacy Intern
General Description	The Children & Family Advocacy Intern works closely with Children & Family Advocates to provide support for the needs of mothers and children who reside in shelter.
Location	CADA Mankato location
Reports to	Child & Family Advocate
Key Responsibilities	<ul style="list-style-type: none"> • Work alongside child and family advocates to provide support for the needs of mothers and children residing in shelter who have experienced violence, trauma, and abuse • Engage in interactive play; supervise and care for children ages infant through teen while mothers work, attend groups or appointments • Assist in planning and facilitating children’s and parenting groups • Assist shelter residents in accessing community services relating to children and parenting • Maintain confidentiality of all CADA clients and staff, as well as all agency- and client-related information and business • Promote and uphold CADA’s values of respect, empowerment, safety, diversity and collaboration among clients, staff, and other CADA representatives • Maintain accurate time records and adhere to all agency policies and procedures • Communicate with volunteer coordinator and site supervisor in a timely and professional manner • Complete other duties as requested
Learning Objectives	<p>Upon successful completion of internship, the student will be able to:</p> <ul style="list-style-type: none"> • Participate in individual safety planning regarding children and families • Build relationships with children and families in order to provide trauma-informed services and support • Plan and facilitate a group for children and/or mothers <p>Upon successful completion of internship, the student should have a deeper knowledge and understanding of:</p> <ul style="list-style-type: none"> • The dynamics of working with children and families impacted by violence and trauma • The intricacies of domestic and sexual as well as available community and organizational resources for children and families • Adverse Childhood Experiences (ACES) • The daily and ongoing operations of a nonprofit organization and professional and residential setting



Skills and qualifications	<ul style="list-style-type: none"> • Professional or personal experience working with children and families • Demonstrate superior professional boundaries • A desire to work with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis • Possess excellent interpersonal and communication skills, and be punctual, responsible, and organized • Have the ability and motivation to lead projects with little direction, and work well independently • Multilingual skills are a plus
Selection Criteria	<ul style="list-style-type: none"> • Minimum of 120 hour commitment • Seeking students pursuing degrees in: <ul style="list-style-type: none"> ○ Child development ○ Family studies ○ Social work ○ Sociology ○ Psychology ○ Gender & Women’s Studies ○ Students from other departments and programs are welcome to apply
Training and supervision	<p>All direct service interns are required to complete state mandated 40-hour sexual assault advocacy certification training. Students will also complete an internship orientation, as well as on-the-job training specific to their site placement. Students will have regular meetings with site supervisor in order to discuss current projects, provide updates, gain support, and conduct trouble-shooting for any difficulties that may arise.</p>
Time Commitment & Schedule	<p>Individual schedules are created based on the student’s availability and CADA’s needs and schedule.</p>

To apply: Submit internship application, resume, and cover letter to CADA’s Administrative Assistant and Volunteer Coordinator: beritb@cadamn.org