



# Children's Advocacy Center for North Texas

## Family Advocacy Internship Application

Children's Advocacy Center for North Texas is a non-profit agency designed to provide child abuse victims with a comfortable, neutral environment that offers a multidisciplinary approach to the prevention, detection, investigation, treatment, and prosecution of child abuse. The Center consolidates the vital resources for child sexual abuse investigations of law enforcement, Child Protective Services, Child Abuse Prosecutors from the District Attorney's Office, Sexual Assault Nurse Examiners (SANEs) and mental health professionals. Interns will not only have the opportunity to work directly with each of these agencies, but also the experience of working with child abuse victims and their non-offending family members. Interns will have a diverse, challenging experience and make a genuine contribution to the children of Denton County.

### GENERAL INFORMATION

Interns are accepted during the fall, spring and summer semesters. Interns are expected to work at least 15 hours per week and must be available Wednesday from 2:00pm – 3:30pm. **All internships are unpaid.** All interns are subject to applicable CACNT employee policies and procedures.

### QUALIFICATIONS

- Must have completed 60 semester hours and be in good academic standing with their university
- Must have computer skills (Word, Excel, basic typing skills)
- Must pass criminal background, IMPACT, and any other reference checks

### APPLICATION PROCEDURE

Your application must include all of the following to be considered:

- Internship application with all necessary attachments
- Cover letter
- Resume
- Background check – Photocopies or faxed originals cannot be accepted (to be completed at CACNT request after initial interview)

### APPLICATION DEADLINE

Fall internship applications – **July 1<sup>st</sup>**  
Spring internship applications – **November 1<sup>st</sup>**  
Summer internship applications – **April 1<sup>st</sup>**

If the deadline falls on a Saturday, Sunday or holiday, applications will be due the following business day.

### CONTACT INFORMATION

Applications can be mailed, emailed, or hand delivered to:

Children's Advocacy Center for Denton County  
Attn: Candace Harrell  
1854 Cain Drive  
Lewisville, TX 75077  
469-496-3888  
charrell@cacnorthtexas.org

***Children's Advocacy Center for North Texas (CACNT)***  
**Position Description**

**Position Title:** Family Advocate Intern

**Reports to:** Family Advocate Intern Supervisor

**Definition:**

This is a position consisting of support to the Family Advocacy team, direct work with multi-disciplinary agencies, and direct work with victims of child abuse and non-offending family members. The person filling this position must possess a willingness to learn, the ability to work independently and to be flexible, demonstrate excellent interpersonal skills, the ability to communicate well both orally and in writing, have strong organizational skills, be able to work well with a multi-disciplinary team, exhibit a highly professional demeanor and maintain high professional ethics. **Disclaimer: This position is subjected to outcries of severe child abuse.**

**Duties:**

- Observe forensic interviews
- Participate in team activities, including multidisciplinary case reviews
- Participate in trainings and continuing education
- Assist Family Advocates with research on community resources
- Assist with maintenance of appropriate resource material for client intake packet and client waiting areas
- Assist with maintenance of food/clothing pantry
- Assist in coordination of CACNT direct service programs (seasonal)
- Provides childcare to children in waiting areas, as requested, to ensure safety of all children while at CACNT
- Attend court trials
- Complete initial intake packet with families
- Follow up with clients to inform them of services available to them (in-house and community resources)
- Document all services provided
- Completes a time sheet of activities and submits completed time sheet to supervisor weekly
- Provide services and duties at Lewisville and Denton locations
- Other duties as assigned

**Minimum Qualifications:**

Must have completed 60 semester hours and be in good academic standing with their university

Must have computer skills (Word, Excel, basic typing skills)

Must pass civil and criminal background and any other reference checks

# Children's Advocacy Center for North Texas Family Advocacy Internship Application

## PERSONAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Birth date / / \_\_\_\_\_ Social Security Number - - - \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Languages Spoken:

Slightly

Adequate

Frequently

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## EDUCATION

If accepted for this internship, will this internship count toward academic credit?  Yes  No

Current College/University \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Major \_\_\_\_\_ GPA \_\_\_\_\_ Hours \_\_\_\_\_

Expected Date of Graduation \_\_\_\_\_

Previous College University \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Major \_\_\_\_\_ GPA \_\_\_\_\_ Hours \_\_\_\_\_

Dates Attended \_\_\_\_\_

Previous College University \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Major \_\_\_\_\_ GPA \_\_\_\_\_ Hours \_\_\_\_\_

Dates Attended \_\_\_\_\_

**WORK EXPERIENCE**

List information for your three (3) most recent employers. Other relative work experience can be listed elsewhere.

Current Employer \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Date of Employment  / /  until  / /

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

\_\_\_\_\_

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Date of Employment  / /  until  / /

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

\_\_\_\_\_

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Date of Employment  / /  until  / /

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

List two individuals you have known at least two years. Do not list family members.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship \_\_\_\_\_ How long? \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship \_\_\_\_\_ How long? \_\_\_\_\_

**AREAS OF INTEREST**

Rank your top three (3) areas of interest, 1 being "most interested."

- \_\_\_ Child Care                      \_\_\_ Education                      \_\_\_ Sexual Assault Nurse Examiner
- \_\_\_ Child Protective Services    \_\_\_ Event Planning/Coordination    \_\_\_ Social Services
- \_\_\_ Computers/Internet            \_\_\_ Fundraising                      \_\_\_ Therapy
- \_\_\_ Criminal Law                    \_\_\_ Police Investigation            \_\_\_ Victim Assistance
- \_\_\_ Criminal Prosecution        \_\_\_ Public Speaking                \_\_\_ Other - \_\_\_\_\_

**AVAILABILITY**

Semester             Fall                       Spring                       Summer                      Year \_\_\_\_\_

List the days (Monday through Friday) and hours (8:00 AM until 5:00 PM) you will be available, as best as you can. Use the space provided below to explain any comments or concerns regarding your schedule.

**\*\*Note: Interns are expected to make a commitment of at least fifteen (15) hours per week and must be available on Wednesday from 2:00 – 3:30pm.\*\***

Monday	Tuesday	Wednesday	Thursday	Friday

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**EXPERIENCE SUMMARY**

Mark if you have experience and are comfortable using without direction, the following programs:

- \_\_\_ Adobe Acrobat                      \_\_\_ Microsoft Outlook
- \_\_\_ Converting files to PDF            \_\_\_ Microsoft Publisher
- \_\_\_ Internet Explorer                    \_\_\_ Microsoft Word
- \_\_\_ Collaborate                            \_\_\_ Windows XP
- \_\_\_ Microsoft Excel

Other computer experience \_\_\_\_\_

Explain any experiences you have with each of the following. Attach Additional sheets, if necessary.  
**Child Protective Services**

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**Criminal Justice System**

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**District Attorney's Office**

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**Law Enforcement**

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**Sexual Abuse**

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List all community involvement, professional organizations, including offices held, honors and awards. Include dates. Use the back if necessary.

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**ESSAY QUESTIONS**

Answer the following questions on a separate sheet of paper and attach to your application. Limit each answer to 200 words or less.

Why do you want to be an intern at the Children's Advocacy Center for North Texas?

Where do you hope to be in 1 year, 5 years, and 10 years?

What skills do you hope to enhance or learn during your internship?

What is your dream job?



# **Children's Advocacy Center for North Texas Intern Statement**

I hereby acknowledge and understand that with the completion of this application, I give my permission to the Children's Advocacy Center for Denton County and to its authorized agents to use any and all means to verify the information in this application. This includes the accessing of information with regards to criminal history, employment history and other information that may be appropriate to my qualifications regarding the internship program.

(PLEASE INITIAL \_\_\_\_\_)

I further understand that the Children's Advocacy Center for Denton County has the right to review this application's subsequent information unconditionally, accept or reject my application for internship program placement, and to terminate my internship program placement at any time, and that upon termination, I will return any and all property issued to me by this agency.

(PLEASE INITIAL \_\_\_\_\_)

I understand that I will receive an intern training manual and agree to abide by the policies and procedures set forth in this manual. I also understand that this manual explains the Confidentiality Policy, which specifies that for the protection of all served, every person is prohibited from disclosing the contents of any communications, records, and/or files, except for the purposes directly connected with the administration of the Children's Advocacy Center for Denton County.

(PLEASE INITIAL \_\_\_\_\_)

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

Family Advocacy Intern Supervisor \_\_\_\_\_ DATE \_\_\_\_\_



# **Children's Advocacy Center for North Texas Intern Agreement**

1. I understand and will adhere to the goals and standards of the Children's Advocacy Center for Denton County.
2. I will attend any orientation, training, or continuing education required for this position.
3. I will treat clients with dignity and respect at all times, and be non-judgmental of clients' values.
4. I will maintain that the client is responsible for all decisions he/she makes.
5. I might listen to, but will never take a position on, issues of religion or politics.
6. I will not give any medical, legal, or psychological advice.
7. I will not share personal information about myself, such as home phone number or address with clients.
8. I will not give clients money or transportation.
9. I will maintain the confidentiality of clients and staff.
10. I will not take a position on issues of birth control, pregnancy, or pregnancy termination with any of the Center's clients.
11. I will not talk with the media about any of the clients or investigative activities of the Center.
12. I will not discriminate for reasons of gender, race, age, sexual preference, or economic status.
13. I will complete all documentation for services provided and volunteer hours worked.

I have read, understand, and agree to abide by the terms set forth in the CACNT Intern Agreement. I understand that violation of these terms is grounds for dismissal from my internship.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

Undergraduate Intern Supervisor \_\_\_\_\_ DATE \_\_\_\_\_