

Under supervision of the Volunteer Coordinator and the Lead Forensic Interviewer of Scotty's House, Family Advocate (FA) Interns will help provide support to Scotty's House clients. FA Interns will ensure families are connected to the individuals working on their case, are aware of available resources that might be helpful to their family, and have the information they need to both help their child heal and support them throughout the legal process. Orientation and training is required and provided. FA Interns must submit to CPS and criminal background checks, as well as a National Sex Offender Registry check. FA Interns must be able to work at least 15 hours per week.

Internship Semesters

The FA Internship coincides with Texas A&M, Blinn College, and Sam Houston State University calendar semesters, and are as follows (exact start dates and end dates will be decided according to the intern's schedule):

- Spring Internships (mid-January through the first week of May)
- Summer Internships (mid-May through mid-August)
- Fall Internships (mid-September through mid-December)

FA Internships may span several semesters, depending on an Intern's schedule and performance review. Performance reviews are conducted at the end of each semester for individuals who want to continue the internship, otherwise the semester will conclude with an exit interview.

Compensation

Internships with Scotty's House are not paid, but offer valuable hands-on experience. This opportunity allows individuals to explore the fields of family advocacy and victim services.

Qualifications

- Applicants must submit to at least one semester and at least 15 hours a week
- Completed coursework or had experience in social services, human development, family studies, or other fields related to working with at-risk youth and adults
- Detail-oriented, able to follow directions, and take initiative when needed
- Outgoing and friendly personality, professional demeanor
- Strong written and verbal communication skills
- Applicants must have adept problem-solving skills
- Ability to multi-task and work well under time constraints
- Bilingual preferred, but not required

Responsibilities

- Serve as the liaison between Scotty's House and the victim and their non-offending family members
- Assist families during the interview process, provide education on the investigation process and Scotty's House services, including mental health services, in addition to providing general reassurance and support to the victim and family
- Participate in the Multi-Disciplinary Teams (MDT) and attend monthly meetings
- Provide support by supervising and interacting with children of all ages
- Maintain confidentiality requirements regarding all client information
- Assist agency staff with back-to-school supply drive and the annual Star Holiday Program
- Provide program support as needed
- General office support including: data entry, filing, etc.
- Submit a signed timesheet to the Volunteer Coordinator at the conclusion of each month
- Attend volunteer trainings, continuing educations, and other trainings offered during internship (Family Care training, EVET Conference, etc.)
- Respond to hospitals and serve as a Medical Accompaniment Volunteer for daytime calls (Monday through Friday, 9am to 5pm)

Additional Information

If you have any questions or concerns, please feel comfortable discussing them with the Volunteer Coordinator or Lead Forensic Interviewer. Interning with Scotty's House should be a positive, rewarding experience. If there is a problem, let us know as soon as possible so we can work to make sure it's resolved. We appreciate all that you do for our agency.