

# EASTLAND COUNTY CRISIS CENTER INC. DBA CRIME VICTIM ASSISTANCE CENTER/ EASTLAND COUNTY CAC

## Job Description Form

Job Title	<b>Family Services Internship</b>	
Reports to	CAC Program Director/ECCC Counselor	Created: June 1, 2022
Division/Department	ECCC	
Location	Eastland	

Level/Grade	Type of position:	Hours: 20-40 / week
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Volunteer	<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Unpaid (Volunteers/Internships)

### GENERAL DESCRIPTION –

- ◆ Enter and manage the scheduling of forensic interviews
- ◆ Responsible for overseeing data entry including the organization and maintenance of the agency's client database(s) and corresponding client files
- ◆ Assist in the completion and submission of the grant required statistical reports in a timely manner
- ◆ Assist in the provision of direct and follow up services to CAC clients including but not limited to advocacy; crisis intervention; assistance with SAVNS; assistance with victim impact statements; accompaniment to hospital law enforcement offices, prosecutors' offices and courts; lodging; transportation; assistance with CVC; and appropriate information and referral requirements of the agency
- ◆ Attend and present at agency's community outreach and education programs as needed
- ◆ Attend and participate in the Multi-Disciplinary Team Meetings
- ◆ Order and maintain office supplies for CAC as needed, including comfort items and MDT items
- ◆ Keep client information packets stocked and up to date incorporating help from office volunteers
- ◆ Process incoming mail and documenting accounts receivables according to Policies and Procedures
- ◆ Complete work within ethical standards, professional guidelines, and agency policies, including confidentiality and a victim-centered approach to service delivery
- ◆ Complete any additional duties as assigned by Program Director or Executive Director

### WORK EXPERIENCE AND SKILL REQUIREMENTS

- ◆ Desire to work provide direct advocacy service to victims
- ◆ Prefer work or volunteer experience in human services or related field
- ◆ Prefer bilingual Spanish/English abilities
- ◆ Proficiency in Microsoft Office

### EDUCATION REQUIREMENTS

- ◆ A minimum of a high school diploma or GED equivalent
- ◆ Enrolled in an official college, certificate, or structured education program relating to social work, criminal justice, mental health, or another related field.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	

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