



Family Advocate Intern

Location: One of our 5 Early Head Start Centers (Leon, Jefferson, or Madison County)

Time: 9am-5pm Monday through Friday (Intern hours are flexible during business hours)

Commitment Level: Minimum of a semester long commitment

Volunteer Duties

Kids Incorporated is seeking a structured, supportive, sympathetic Family Advocate & Social Work Intern to work with us this semester. We are looking for candidates in Psychology, Social work, Family and Child Science or similar fields focused on children and families, with a strong desire to exceed expectations.

Interns will work with the Center Based Family Advocate to assist with:

- Case Management: facilitating and attending meetings and home visits, goal planning, communicating with families as needed
- Community Services: connecting families to outside services, document retrieval and submission

Skills Required

Professional Skills:

- Experience with counseling, peer mediation, parent training, and behavior management strategies
- Experience with computer programs (Excel, Word, Publisher, etc.)

Personal Skills:

- Exceptional communication skills
- Accuracy, organization, and attention to detail
- Dependability and strong team player
- Capability to independently manage multiple projects and assignments with deadlines

Additional Requirements

- Volunteer Application
- Standards of Conduct
- Affidavit of Good Moral Character
- Child Abuse & Neglect Reporting
- Photo/Video Release Form
- Confidentiality Statement
- Volunteer Affidavit
- Requirements Acknowledgement
- Acknowledgement of Receipt of Handbook

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