

CANOPY CENTER

Job Description



Program/Administration	Parent to Child		
Location	2445 Darwin Road, Ste. 15, Madison, WI		
Job Title	Parent to Child Intern (Family Interaction Specialist)		
Reports to	Emmy Lita	Title	Parent to Child Program Director

Type of Position	Time Commitment
<input type="checkbox"/> Full-time	<ul style="list-style-type: none">• Minimum commitment of 2 semesters
<input type="checkbox"/> Part-time	<ul style="list-style-type: none">• 10 hours of initial training
<input type="checkbox"/> Limited-term Employee	<ul style="list-style-type: none">• Minimum of 1 weekly visit
<input checked="" type="checkbox"/> Intern	<ul style="list-style-type: none">• Visits typically take place evenings or weekends
<input type="checkbox"/> Volunteer	<ul style="list-style-type: none">• Hours flexible to meet the needs of the internship

AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.
Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

POSITION SUMMARY

The family interaction specialist provides supervision services to families involved in CHIPS cases (children in need of protection and services) through Dane County Human Services, as well as to any family in need of supervised family interactions. Parent to Child provides children the opportunity to spend quality time with their parent/parents in a safe and supported environment. Family interaction specialists observe these family interactions and provide objective reports as well as serving as a mentor for the parents and families. A minimum commitment of one year or two school semesters is required.

Please contact volunteercoordinator@canopycenter.org for more information.

QUALIFICATIONS

- Must be at least 19 years old
- Complete a Volunteer Application, clear a background check, and attend an interview
- Attend trainings specific to the internship position
- Ability to work with a diverse population
- Ability to maintain confidentiality and objectivity
- Access to reliable transportation
- Effective oral and written communication

Preferred Knowledge and Skills

- Basic understanding or education in family relationships and dynamics
- Basic understanding or education in child development
- Bilingual candidates strongly encouraged to apply

DUTIES

- Coordinate and facilitate visits, including maintaining contact with parents, children, foster families, social worker/case manager, and Canopy Center staff
- Observe and report on parent interaction with their child during visits
- Document and submit all visit notes in a timely manner
- Attend trainings, case reviews, staff, or agency meetings
- Provide support and resources to families as needed

EDUCATION & LICENSURE REQUIREMENTS

- High School Diploma or GED
- Must be enrolled in undergraduate or graduate level academic program

TIME COMMITMENT

- Minimum one year or two-semester commitment.
- About 10 hours of initial training.
- A minimum of 1 weekly visit with assigned family with the opportunity to work with more than one family as schedule allows.
- P2C offers supervised visitation services during evenings (3PM-8PM) as well as Saturdays and Sundays (8:00AM-8:00PM).
- Interns must not miss more than two shifts per semester.

POSITION BENEFITS

- Direct experience for those interested in counseling, social work, and other related fields.
- Learn about issues facing parents and families with special needs.
- Develop communication and report-writing skills.

TO APPLY

- Visit our website: www.canopycenter.org
- Or contact: volunteercoordinator@canopycenter.org