

# CANOPY CENTER

## Job Description



Program/Administration	Dane County CASA		
Location	2445 Darwin Road, Ste. 15, Madison, WI		
Job Title	CASA Intern		
Reports to	Cheri Dvorak	Title	CASA Program Director

Type of Position	Time Commitment
<input type="checkbox"/> Full-time	Flexibility to meet the needs and course requirements of the internship. Scheduling is flexible during business hours, Monday-Friday.
<input type="checkbox"/> Part-time	
<input type="checkbox"/> Limited-term Employee	
<input checked="" type="checkbox"/> Intern	
<input type="checkbox"/> Volunteer	

### 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 CASA intern provides support to CASA volunteers and assists in advocacy initiatives for the children served by the CASA program. The intern is responsible for supporting the case coordinator with duties related to their caseload as well as general program support in the form of community outreach, training of volunteers, stakeholder relations.

### QUALIFICATIONS

This internship requires the ability to work cooperatively with different personality types; knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect; comfort level with attending court hearings and working with; and excellent writing and proof-reading skills. Must be enrolled in undergraduate or graduate level academic program in a social service-related field

### DUTIES

- Complete requirements for National CASA approved pre-service advocate curriculum
- Responsible for shadowing case-related activities, accompanied by a case coordinator, including court hearings, team meetings, and volunteer meetings
- Responsible for shadowing stakeholder relations meetings and community outreach activities including juvenile judges' meetings etc.
- Attend and participate in development and planning of continuing education opportunities for volunteers
- Assist in the reviewing process of volunteer court reports
- Attend and participate in staff meetings, both agency and program
- Assist in developing program improvements and initiatives, including sub-programming areas, such as teen programming, 0-5, and educational advocacy resources, to support advocates
- Ability to work with sensitive and confidential material
- Assist in data management and tracking program data
- Work collaboratively with the CASA team
- Other duties as assigned by supervisor