

# INTERNSHIPS



Our mission is to advocate in the best interest of abused and neglected children in Delaware County. We recruit, train and support community volunteers who serve as Court Appointed Special Advocates for abused and neglected children in juvenile court system proceedings. CASA volunteers are “the voice of the child” in court; providing information and perspective to assist the judge in making informed decisions that are in the best interest of the child.

## FIVE MAIN ROLES

### FIELD SHADOWING

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Shadow and assist a Child Home and School Visitor (CHSV) Supervisor when visiting children in their placement and school setting.

### RESEARCH ASSISTANCE

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Assist the CASA Case Manager and Staff by reviewing and summarizing relevant case information from public and private records for upcoming court hearings.

### COURT OBSERVATION

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Observe various closed court proceedings at all stages of litigation brought before the court by the Department of Child Services and develop real world context for CHINS Law.

### DATA ENTRY

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Assist with the CASA Office Administrator with the management and quality review of the CASA Online Database System, Optima.

### COMMUNICATIONS AIDE

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Assist the CASA Program with community outreach through marketing communication campaigns for advertising, public relations and promoting volunteer opportunities.

# FIELD SHADOWING



*Shadow and assist a Child Home and School Visitor (CHSV) Supervisor when visiting children in their placement and school setting.*

## **Responsibilities**

Work alongside a CHSV Supervisor in the field with the monitoring of children appointed to the CASA Program in their current placement and academic setting including, but not limited to:

- Visiting children assigned to Delaware County CASA and on the waitlist for a Court Appointed Special Advocate.
- Carefully follow the protocol for Child Home and School Visits.
- Maintaining strict confidentiality regarding each child, their case information and the people associated with the case.
- Write summaries, as assigned, within 24 hours, of each visit following the established protocol and submitting summaries via the online portal on behalf of the CHSV Supervisor.
- Discuss observations with the CHSV Supervisor and make recommendations concerning waitlist priorities.

## **Benefits**

Shadowing the Child Home and School Visitor Supervisor will gain the intern valuable knowledge about the work of child advocates and the child welfare system.

In addition, the intern will obtain direct field experiences by interacting with child victims and their protective caregivers. Interns will make formal observations, assist in summarizing data and offer suggestions to staff. Student interns will also acquire enhanced communication, critical thinking, organizational and leadership skills.



## RESEARCH ASSISTANCE

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*Assist the CASA Case Manager and Staff by reviewing and summarizing relevant case information from public and private records for upcoming court hearings.*

### **Responsibilities**

Report to the Case Manager and assist with finding information about the people and circumstances surrounding CHISN court cases. Tasks and responsibilities include, but are not limited to:

- Conducting factual research.
- Performing records research.
- Organizing and analyzing information.
- Cross-checking and validating information.
- Preparing written summaries.
- Building and maintaining databases and files.
- Organizing and tracking progress of important cases.
- Assisting the Case Manager and Volunteer Supervisors in preparing for trials and court proceedings.

### **Benefits**

This research opportunity will gain the intern practical knowledge about how case work informs the legal process. The intern will acquire in depth information about CASA, the Department of Child Services and the legal process that governs the child welfare system. Student interns will also acquire management experience and enhance communication, critical thinking, organizational, and leadership skills.

# COURT OBSERVATION



*Observe various closed court proceedings at all stages of litigation brought before the court by the Department of Child Services and develop real world context for CHINS Law.*

## **Responsibilities**

Schedule weekly court observation times. Tasks and responsibilities include, but are not limited to:

- Schedule and coordinate observation opportunities with CASA Case Manager.
- Follow court conduct policies and standards.
- Maintain strict confidentiality of all information about cases observed.
- Follow up with questions and observations with CASA staff.
- Ensure own opportunities to observe a variety of hearing types.

## **Benefits**

Interns will have the opportunity to watch and analyze real cases unfold at all stages of litigation. Observations will involve a variety of proceedings in both civil Juvenile CHINS cases and criminal Juvenile Delinquency cases. This experience can shed light on why the law is the way it is and improve their approach to academic work through a development of real world context. Court observation can also be informative when deciding whether to practice in a contentious or non-contentious area of law, and whether to pursue a career in criminal or civil litigation. Having a deeper understanding of the way the courts work will drive the intern consider more about practical applications of the things they study, rather than just the theory. It can also be valuable to observe attorneys presenting legal arguments and see the emotional impact of the law for themselves.

## DATA ENTRY



*Assist with the CASA Office Administrator with the management and quality review of the CASA Online Database System, Optima.*

### **Responsibilities**

Report to the Office Administrator and assist with managing court documents and records on cases assigned to the program. Tasks and responsibilities include, but are not limited to:

- Scan and enter data into Optima regarding children and volunteers.
- Answer and field phone calls.
- File incoming paperwork and maintain an organized filing system.
- Prepare and distribute mail and faxes to be sent.
- Welcome and direct visitors.
- Assist volunteer supervisors with volunteer data entry and file maintenance.
- Handle requests and queries from other staff.
- Provide office coverage as needed.

### **Benefits**

Interns will contribute to the most powerful tool for managing information within the CASA Program. Accurate and timely entry is an important task for the growth and success of the program. Handling data will assist the intern with acquiring skills to manage and enter data quickly while learning about a variety of cases within the program. Experience with data entry services will help interns enhance their core abilities in working in an office setting.

## COMMUNICATIONS AIDE



*Assist the CASA Program with community outreach through marketing communication campaigns for advertising, public relations and promoting volunteer opportunities.*

### **Responsibilities**

Report to the Director and assist the CASA staff with the planning, creation, and implementation of communications including but not limited to:

- Developing content for and managing the agency’s social media platforms (Facebook, Twitter, LinkedIn, Instagram).
- Creatively increasing the interaction between CASA supporters/ community organizations, donors, “friends” via Facebook, Twitter, Instagram and LinkedIn.
- Creating content for and managing CASA newsletters.
- Writing articles for the media to highlight programs.
- Creating a community presentation to highlight the need for community support for CASA.
- Accompany staff to speak publicly about CASA at meetings, workshops, and conferences.
- Assisting with event promotions.

### **Benefits**

The Intern will gain valuable knowledge about the work of child advocates, the child welfare system and direct experience with public relations and marketing. In addition, the intern will obtain content development and management experience and have the opportunity to enhance communication, critical thinking, organizational, and leadership skills.

# Suggested Majors

Social Work, Criminal Justice, Pre-law, Legal Studies, Early Childhood, Human Services, Sociology, Psychology, Communications, Marketing, Journalism, Creative Writing

## Basic Requirements

- Submit to and pass a background check.
- Successfully complete CASA Pre-Service Training and be sworn in as an officer of the court.
- Have basic knowledge of child development.
- Genuine interest in children and families, youth development, social justice, and nonprofit work.
- Sign a confidentiality agreement.
- Be adept in conducting online research.
- Willing to learn the specific processes & protocols used to review and request confidential case information.

## Qualifications

To be considered for an internship with Delaware County CASA, you must:

- Be enrolled in (or graduated from) college.
- Have an interest in child advocacy, criminal justice, youth development, and nonprofits.
- Possess effective oral and written communication skills.
- Demonstrate computer skills involving legal research, document maintenance and document preparation.
- Be a quick learner with the ability to thrive in a fast-paced, flexible environment.
- Possess organizational skills and the ability to work on more than one case at a time.
- Demonstrate strong attention to detail and organization.
- Demonstrate professional & personal maturity. Must be good at setting boundaries and use sound judgment.
- Be able and comfortable solving problems independently and creatively.
- Have a valid driver's license.
- Desire and be able to be part of a team.
- Have the ability to research cases and track down information.
- Possess a strong academic vocabulary, writing and interpersonal skills

## Preferred Qualifications

- Experience working with infants and school-age children
- Two or more classes in child development
- Strong soft-skills
- Have prior experience with and genuine interest in communication—promotions, social media, newsletter writing, grant proposal writing, journal/editorial writing, etc.
- Be technologically savvy. Interns must be literate and fluent in the operation of Microsoft Office.
- Experience with Articulate Storyline, Articulate 360, GoAnimate and/or Adobe Captivate
- Experience as a webmaster, preferably with WordPress
- Experience with legal research
- Work-study experience involving technical writing