

Keep Me Safe Intern

Volunteer Coordinator: Kristen Walters Contact: 507.625.8688 ext. 124 kristenw@cadamn.org

Site Supervisor: Keep Me Safe staff

Position hours: Monday-Sunday 11am-8 pm; shifts are generally 4-8 hours

General Description: The Keep Me Safe Intern works closely with Keep Me Safe staff to provide court-ordered and voluntary visitation and supervised exchanges for non-custodial parents.

Responsibilities:

1. Maintain confidentiality of all CADA clients and staff.
2. Conduct orientations with prospective clients.
3. Create a secure and friendly setting for visits and exchanges to take place.
4. Prepare and/or have art supplies and activities available to the participants of KMS.
5. Log entries in the families' files after each visit regarding how parenting time went, commenting on interaction of the parent and the child/ren, attitudes of both, and if any intervention had to be done on the child's behalf.
6. Facilitate parenting time exchanges and document in the family file.
7. Keep the program staff aware of any problems or concerns regarding parenting time and exchanges.
8. Help keep the parenting time center clean, organized, and sanitary.
9. Enforce parenting time center guidelines and policies.
10. Maintain accurate time sheets.
11. Participate in staff and KMS program meetings, trainings, periodic check-ins, and evaluations.
12. Communicate with Site Supervisor and Volunteer Manager in a timely and responsible manner.

Qualifications:

1. Complete application materials and submit to Volunteer Manager.
2. Interview with Volunteer Manager and Site Supervisor.
3. Clear Minnesota Department of Human Services background check performed by CADA staff in accordance with Minnesota Department of Human Services policies.
4. Complete orientation and all necessary training requirements.

Skills:

1. Demonstrate superior professional boundaries.
2. Be comfortable working with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis.
3. Address needs specific to children and have the ability to respond to children who have witnessed violence.
4. Possess excellent multitasking, oral and written communication skills, and be punctual, responsible, and organized.
5. Have the ability and motivation to lead projects with little direction, and work well independently and as part of a team.

6. Stay calm under pressure or in crisis situations.
7. An understanding of the dynamics of domestic violence, sexual assault, and post-separation violence.
8. A background in social work, sociology, psychology, gender studies, community health, and/or human/child development is helpful; bilingual speaking skills are a plus.

Time Commitment: The Keep Me Safe Intern must be willing to commit a minimum of 8 hours per week and a minimum total of 120 hours.