

<b>Position</b>	Parenting Time Center Intern
<b>General Description</b>	The Parenting Time Center Intern works closely with Keep Me Safe (KMS) staff to provide court-ordered and voluntary supervised visitation and exchanges for non-custodial parents and their children.
<b>Location</b>	Mankato, New Ulm, and St. Peter
<b>Reports to</b>	Keep Me Safe Program Manager
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct orientations with prospective clients</li> <li>• Create a secure and friendly setting for visits and exchanges to take place</li> <li>• Prepare and/or have art supplies and activities available to the participants of KMS</li> <li>• 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</li> <li>• Facilitate parenting time exchanges and document in the family file</li> <li>• Keep the program staff aware of any problems or concerns regarding parenting time and exchanges</li> <li>• Help keep the parenting time center clean, organized, and sanitary</li> <li>• Enforce parenting time center guidelines and policies</li> <li>• Maintain confidentiality of all CADA clients and staff, as well as all agency- and client-related information and business</li> <li>• Promote and uphold CADA's values of respect, empowerment, safety, diversity and collaboration among clients, staff, and other CADA representatives</li> <li>• Maintain accurate time records and adhere to all agency policies and procedures</li> <li>• Communicate with volunteer coordinator and site supervisor in a timely and professional manner</li> <li>• Complete other duties as requested</li> </ul>
<b>Learning Objectives</b>	<p>Upon successful completion of internship, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Complete orientations with prospective clients</li> <li>• Supervise visits and safe exchanges with families in transition</li> <li>• Integrate theory and practice</li> <li>• Research and implement evidence-based practices around providing supervised visitation and exchange, as well as program development and evaluation</li> </ul> <p>Upon successful completion of internship, the student should have a broader knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Family dynamics</li> </ul>

	<ul style="list-style-type: none"> <li>• Trauma</li> <li>• Working with families in transition</li> <li>• Intimate partner violence and impacts on children</li> <li>• Dynamics of child abuse and neglect</li> <li>• Program development and evaluation</li> <li>• The daily and ongoing operations of a nonprofit organization</li> </ul>
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>• Demonstrate superior professional boundaries</li> <li>• Be comfortable working with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis</li> <li>• Possess excellent interpersonal and communication skills, and be punctual, responsible, and organized</li> <li>• Have the ability and motivation to lead projects with little direction, and work well independently</li> <li>• Multilingual skills are a plus</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Minimum of 120 hour commitment</li> <li>• Seeking students pursuing degrees in: <ul style="list-style-type: none"> <li>○ Social Work</li> <li>○ Sociology</li> <li>○ Community Health</li> <li>○ Students from other departments or programs are welcome to apply, if they have taken courses focusing on pedagogy, curriculum development, or group facilitation</li> </ul> </li> </ul>
<b>Training and supervision</b>	<p>All direct service interns are required to complete state mandated 40-hour sexual assault advocacy certification training.</p> <p>Students will also complete an internship orientation, as well as on-the-job training specific to their site placement. Students will have regular meetings with site supervisors to provide feedback and support throughout the internship.</p>
<b>Time Commitment &amp; Schedule</b>	<p>Individual schedules are created based on the student's availability and Keep Me Safe's needs and schedule.</p>

**To apply:** Submit internship application, resume, and cover letter to CADA's Administrative Assistant and Volunteer Coordinator: [beritb@cadamn.org](mailto:beritb@cadamn.org)