Masters Level Internship Job Description

Semester: CASA of Westmoreland, Inc. accepts internship applications for any semester

Company/Organization Name: CASA of Westmoreland, Inc.

Address: 2 North Main Street, Greensburg, PA 15601

Position/Title of Intern: CASA of Westmoreland Intern

Unpaid X  Paid

Internship Description:
The intern will assist the program with a variety of activities including, but not limited to: case management and assessment, quality assurance and policy review/development, event and outreach organization, outcomes and program measurement, assistance with newsletters and mailings, and other tasks. The student will also have the opportunity to review court reports and documents, attend court hearings, observe and/or facilitate training for CASA volunteers, and learn about the management or organization of a small non-profit agency. CASA of Westmoreland, Inc. will focus activities for the intern depending on a student’s particular interests and concentration. For example, CASA has provided students having a program administration focus with activities around finance and grant proposal related activities. For students with more of an interest in direct practice, the program offers activities geared more toward the participation in volunteer court reports, case activities, hearings, and documents. Regardless of concentration, by the end of the field placement, the intern will be able to understand, discuss and describe the child welfare and child dependency system, the impact of this process and services on children and families, ethics and confidentiality needs/concerns in these areas, systems analysis, cultural impacts, and other topics. *Note: students who wish to become the CASA advocate for a child/ren are able to do so, but must complete the training requirements and be in agreement with the additional time requirements and activities fitting with the CASA Volunteer Job Description and Volunteer Policies and Procedures.

Skills Needed/Suggested Academic Majors:
Individuals with an awareness of the importance of confidentiality, ability to obtain Childline, PA State Police, and FBI fingerprint clearances, proficient writing and computer skills, professional attitude and presentation, cultural competence, and flexibility with working on a variety of activities.

Brief Company/Organization Description:
CASA of Westmoreland, Inc, (Court Appointed Special Advocates) is a non-profit agency in Westmoreland County that provides volunteer advocates to abused or neglected children. These volunteers provide an objective and independent voice for the children, and provide recommendations and information to the court system on behalf of the children. The advocates work to promote permanency and a safe environment for the children we serve.

Tentative Start Date: immediately  Hours per week requested: 20-30, flexible

Web Address: www.westmorelandcasa.com

Application Procedures: Resume  Cover Letter

Deadline: Open until each semester is full, apply early  Date Submitted: 