

## SPARC Intern Job Description

### **Purpose**

The SPARC Program provide access and visitation services to non-custodial parents. Services are provided to parents that live in our service area and have an active child support case. The goal of the program is to improve the family connections between children and their parents in order to build and stronger and more successful family unit. We also provide legitimation services to biological fathers that need to make their connection to their child legal. The SPARC Program is one of three programs that are part of Children First, Inc.

### **Environment:**

The general office hours are from 9:00 am to 5:00 pm. However, this can vary each week according to what is on the SPARC staff's calendar. Working independently and from home is sometime required if staff is not physically in the office. You may also be required to work special events outside of working hours. Light travel to service areas will also be a requirement.

### **Supplies/Skills/Requirements:**

- Possess your own laptop with Microsoft Word, phone, and transportation
- Have the ability to work in a fast paced and changing environment. Be flexible to changes to daily scheduling and atmosphere.
- Have the ability to multitask
- Be punctual and reliable
- Must pass a comprehensive criminal background check including the child abuse registry.
- Maintain Confidentiality
- Ensure security of confidential material relating to a clients
- Having the ability to work effectively individually or in a team setting.
- Have the ability to plan ahead, take initiative, and anticipate needs when oversight is not readily available.
- Having the ability to maintain professionalism in a variety of settings
- Be able to sit for long periods of time and lift at least 25 pounds.
- Demonstrate a follow-through on commitments, with accountability for own actions.
- Demonstrated objectivity and respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability or gender and experience working with culturally diverse populations.
- Excellent oral communication skills, including the ability to maintain objectivity, welcome feedback, calmly evaluate and make mindful, strategic decisions in emotionally-charged situations and in the absence of complete clarity.
- Other duties as assigned; by the Executive Director and Agency may be assigned from time to time; Children First, Inc. is a small non-profit organization requiring flexibility from its staff.

**Responsibilities:**

- Communicate in a timely fashion (respond to in office messages, phone calls, and emails on same day when working)
  - Perform intakes with newly referred Clients
  - Contact custodial parents to encourage and facilitate access and visitation
  - Provide assistance and education on the legitimation process
  - Document client interactions for billing purposes
  - Attend Child Support Court days and meetings at Child Support Offices in our service area
  - Attend and participate in organizational events such as fundraisers and social events
  - Be responsible for facilitating and taking charge of your internship with SPARC staff. Know your own internship requirements prior to beginning
  - Maintain organized, accurate and up-to-date physical and electronic case records in compliance with Agency protocols, HIPAA laws, and ensure data integrity for reporting needs.
  - Support Children First, Inc. as needed (special projects and task as assigned)
  - Engage in community relations for the purposes of recruitment and donor relations.
  - Go out into the community to promote training and other CASA events through flyers and verbal communication.
  - Display a willingness and drive to promote SPARC's mission to the community.
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- Bring creative ideas to the team on how to expand the above items.

**Attire:**

- Business Casual (in office and at meetings)