



## Pregnancy, Parenting and Adoption Program

# Internship: Parenting in Action

*Catholic Charities calls the community to action to join us in addressing the root causes of poverty, hunger, and homelessness by serving, educating, and empowering all those in need*

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**Position:** Parenting in Action Internship (*unpaid*)

**Location:** 1421 Mockingbird Ln, Dallas, TX 75247

**Time commitment:** 480 hours completed within 1 semester.

240 hours completed per semester within 2 semesters

**Site hours:** As discussed and agreed upon by on-site supervisor.

**MSW and BSW Supervision Available**

**Supervisor:** Yesenia Coello, MSW

Parent/Youth Educator

[ycoello@ccdallas.org](mailto:ycoello@ccdallas.org)

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## Mission: Pregnancy, Parenting, and Adoption

Catholic Charities is committed to protecting and supporting vulnerable people, including women facing unplanned or crisis pregnancies, their unborn children, as well as their partners and families. Our hope is to enable women and families to make the healthiest and most informed decisions, even in difficult situations. Our focus is on strengthening families and our goal is to nurture each family we see and help them to create a stable and loving home environment for their children.

## Program Background

Parenting In Action works directly with parents of children birth to 36 months of age. Connecting, protecting, and promoting loving families for children. PP&A does this through one-on-one counseling, education, referrals, and material assistance. PP&A's Parenting Education Program (Parenting in Action) also supports families with material assistance items such as diapers, wipes, formula, clothing, and more. This program was uniquely created to work with parents who are pregnant or parenting (biological or adoptive) children birth to 36 months. It also works diligently with families to ensure healthy full-term births. Free weekly parenting classes are provided in both English and Spanish thru in-person and virtual class settings. The program's goal is to work with at least 2400 unique parents this year.

## Internship Description

The goal of the program is to promote life through options counseling and works with mothers to ensure they are receiving the prenatal care needed for healthy full-term births. This internship will provide an opportunity to work with recruiting and training families. As well as provide one-on-one counseling and referrals. Maintaining program compliance with contract requirements is paramount. Interns will work closely with the Parent/Youth Educator to grow the program to reach families in all 9 counties of the Diocese of Dallas and find locations to host classes in the community. Interns will also assist with phone calls and emails as well as distribute material assistance and maintain an organized storage area that contains material assistance items. Interns will also be asked to help support other programs within PP&A as needed.

## **Intended Outcome**

By participating as an intern for Pregnancy Parenting and Adoption you contribute to the mission of protecting and supporting vulnerable people. Your efforts will help CCD continue our efforts to empower individuals, both young and old, in our community. As an intern, you will be presented with the invaluable experience of building both professional and interpersonal skills, as well as contributing to the important mission of Pregnancy Parenting and Adoption.

## **Responsibilities Include**

- Assist with processing inquiries/intakes from prospective birth families thru phone calls
- Attend and participate in orientations, trainings, one-on-one counseling sessions (in office, client homes, medical facilities, and neutral locations such as restaurants and parks). As well as match meetings, post placement visits, court hearings, waiting family group meetings, and other meetings/activities as needed or required.
- Assist with file maintenance and audits.
- Making and returning phone calls and emails as requested.
- Assist with PP&A's Parenting Program. This consists of attending and engage in parenting classes, handing out diapers and other material items, invoicing and billing in compliance with CCD's contract with TPCN, assist with organizing the back storage area, and make phone calls as needed to these clients.
- Complete required PP&A trainings provided through DFPS, OC-OK, and TPCN within the first 30 days.
- Other duties as needed/assigned based on program needs.

## **Values of a Successful Intern**

- Service – Giving of ourselves and welcoming all.
- Compassion – Treating all with empathy, care and consideration.
- Integrity – Doing what is just, honest and merciful.
- Respect – Acknowledging the dignity and worth of every person.
- Commitment – Giving attention, energy and passion to all we do.

## **How to Apply**

Please send the following items to the Volunteer Manager: [volunteer@ccdallas.org](mailto:volunteer@ccdallas.org)

- Resume
- Internship you would like to apply for
- School requirements if using internship to receive school credit
- Internship length and time commitment
- Goal Statement of what candidate would like to accomplish with an internship at Catholic Charities Dallas

## **Process Steps**

1. Application is reviewed by Catholic Charities Staff.
2. After review, program staff will directly contact candidate.
3. An interview will be set up with the program manager and intern.
4. After successful completion of the interview and both parties choose to move forward, you complete your internship on boarding of: background check, online training, submit 3 references that will be contacted as character references.
5. You will then be formally placed in the internship and can begin on a previously approved start date