



## Pregnancy Parenting and Adoption Program

# Internship: Finally Home

*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:** Finally Home 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:** Sheri Reynolds, BSW, LCPAA

Pregnancy, Parenting & Adoption Program Manager

[sreynolds@ccdallas.org](mailto:sreynolds@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

Finally Home works with the Department of Family and Protective Services (DFPS) to place children that are in DFPS custody into permanent adoptive homes that are approved and supervised by our program manager and case manager. This internship will provide an opportunity to work with recruiting and training prospective adoptive families. As well as interview and writing home studies, maintaining files, auditing files to ensure compliance with minimum standards and contract requirements. Interns will work closely with case manager to represent families during the selection and matching process with DFPS along with postplacement supervision once a child is placed in their adoptive home thru finalization. Interns will also be asked to help support other programs within PP&A as needed.

### 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

## **Internship Description**

Interns act as an extension to the Finally Home case manager. Interns will be provided the opportunity to work directly with adoptive families and assist them through their journey of growing their family through adoption. Case manager will look to interns for support with daily, weekly, monthly, and quarterly tasks. The goal is to provide interns with real world experiences when working in the field of adoption in collaboration with DFPS and other community partners. Finally Home has a goal of at least 8 adoptions this year which interns can play a pivotal role in helping reach. The primary goal of the Finally Home program is to help children in foster care find their forever home and not linger in the system. Through strong and thorough training, consistent support, detailed supervision, and assisting with additional resources and referrals adoptive families and children placed with them will have a successful placement and adoption. This is an in-person only opportunity. Team members work directly with families and children. This work is divided between in office tasks and meetings along with work in the community and adoptive family's homes.

## **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.

## **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