

Department of Social Services & Mental Health

Child Protective Services Intern

Role and Responsibilities:

- Assist in everyday responsibilities with a Child Protective Services Caseworker
- Taking reports from Connections
- Logging in reports
- Observing interviews
- Taking progress notes
- Filing
- Paperwork
- Making phone calls and documenting conversations

Qualifications and Education Requirements:

Must be enrolled in College or Graduate school at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

Social Work, Psychology, Criminal Justice

Preferred Skills:

- Computer and typing skills
- Good handwriting
- Phone skills
- Works well with public
- Works well with children

Department: Department of Social Services & Mental Health

Location: Donald B. Smith Governmental Campus
110 Old Route 6
Carmel, NY 10512

Hourly Rate:	High School Student	\$12
	College Student	\$13
	Graduate Student	\$14

Schedule: 28 hours/week for 8 weeks