



A place where healing begins.

Position Description

Title: Intern to assist the Case Manager

Purpose: To assist the Case Manager at the Dickerson Center for Children (DCC) for physical and/or sexual abused children. The mission of the DCC is to provide a healing environment that addresses the effects of child abuse.

Essential Functions:

- Enter data about cases referred to the DCC.
- Assist with tracking cases.
- Assist with Victim Advocacy follow up.
- Update the referral list.
- Communicate with other professional involved with the client/case as necessary.
- Communicate with families about services DCC provides as necessary.
- Provide administrative support to include: filing, copying, typing, answering phones, etc.

Other Function:

- Assist Office Manager and Executive Director with daily operations, as needed.
- Maintain client confidentiality.
- Must be able to negotiate stairs.

Each Intern will have the opportunity to observe and interact with Forensic Interviewers, Medical Doctors, and Counselors carrying out their roles at the DCC.