



A place where healing begins.

Position Description

Title: Intern to assist the Case Manager

Purpose: To provide assistance to 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:

- Welcomes families to the DCC.
- Supervises children in the playroom, as needed.
- Prepares "goodie bags" for distribution.
- Engages children in various activities.
- Provides 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 interview Forensic Interviewers, Medical Doctors, and Counselors regarding their position at the DCC. This information can be utilized for class projects.