



## INTERNSHIP POSITION DESCRIPTION

Position Description: **Pregnancy and Parenting Support Interns** – Allegheny, Greene, Washington, Beaver, Butler, Lawrence Counties

Date: Ongoing

### Mission

Catholic Charities is the primary social service agency of the Diocese of Pittsburgh, serving all, regardless of religious affiliation, at their time of great need.

### Primary Function:

Gain hands on experience working with program director and staff to offer support and assistance to expectant and new parents.

### Responsibilities:

*Intern positions and responsibilities can be altered to fit to individuals' needs and skills sets.*

1. Works with program director and staff to provide emotional support and tangible assistance to clients.
2. Keeps appropriate data on client demographics, services provided, and referrals. Monitors program data as required and forwards appropriate information to staff to ensure compliance with program requirements.
3. Coordinates and instructs (can also create and present teaching programs) appropriate individual and group training courses.

Reporting Relationship: County/Program Director (unless otherwise discussed)

### Minimum Qualifications:

- Strong word processing, typing, spelling and grammar skills, including working knowledge of Microsoft Office Products and other computer skills
- Must be comfortable working with a diverse population
- Must obtain Act 33 and Act 34 and FBI Fingerprint clearances. Will be certified on Real Alternative training and Mandated Reporter Training.

If interested please forward resume and cover letter to Bonnie Rolison [brolis@ccpgh.org](mailto:brolis@ccpgh.org)