

Infant Adoption Internship

Position: Infant Adoption Internship, Pregnancy, Parenting, Adoption Department

Location: 1421 Mockingbird Lane, Dallas, TX 75247

Time commitment: One Semester at least

Hiring Timeline: This position will be open until filled. Interviews will be conducted online through Zoom.

On-Site Supervisor: Jackie Moreno, Infant Case Manager

About Catholic Charities Dallas:

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.

Connecting, protecting, and promoting loving families for children. PP&A strives to promote child-centered adoptions by educating and counseling all members of the adoption triad about the benefits of open adoption, ultimately focusing on the best interest of the child.

Position Description: Catholic Charities Infant Adoption Program promotes open adoption to prospective adoptive families looking to be matched with a birth family wanting to make an adoption plan for their baby. Most children placed through this program are newborns to toddlers 2 years of age. This internship will provide an opportunity to work with recruiting and training prospective adoptive families. As well as interview and write home studies, maintain, and audit files to ensure compliance with minimum standards and contract requirements. Interns will work closely with case managers to represent families during the selection and matching process with birth families along with postplacement supervision once a child is placed in their home thru finalization. Interns will also be asked to help support other programs within PP&A as needed.

Duties include:

- Assist with processing inquiries/intakes from prospective adoptive families thru phone calls and emails.
- Attend and participate in orientations, trainings, home visits and post placement supervisions, court hearings, home study interviews, waiting family group

meetings, meetings with birth families and other partner agencies, 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.

What makes a successful intern?

- Punctuality, Dependability and ability to be flexible
- Eagerness to learn and take Initiative over projects
- Communicate daily with task supervisor and Ask questions and seek clarification as needed
- Be proactive with future planning and goal setting
- Engage with clients, staff, and community partners
- Good time management
- Strong documentation skills
- Dress professionally and treat others with respect (treat internship like you would a job)
- Positive attitude

Intended Outcomes:

How to apply:

If you are interested in applying, please email your resume to volunteer@ccdallas.org.

After successful completion of interview, you will need to complete the following steps.

1. Submit a screening form through the Diocese of Dallas website that includes information to complete a background check and submitting 3 references.
2. Complete a video training on Sexual Abuse Awareness.
3. Creating a Volunteer Hub profile.

4. Completing a Safe Environment interview with a CCD representative of the program of volunteer interest.

Email Kelsey Stanley, Volunteer Program Manager, at volunteer@ccdallas.org

or by calling 469-801-8170 with any questions.