

## CYF Volunteer Job Description 2015

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**Title:** Graduate Intern to assist in the administration and follow-up of the TOP (Trauma Outcome Package) at CYF Division

**Key Responsibilities:**

- Will help manage the timely distribution of the TOP wellness tool
- Will follow-up with raters to solicit and encourage timely completion of the tool.
- Will submit the tool to be scored
- Will print the multi-rater reports and distribute them to the raters.
- Will receive periodic updates on the compilation of data and be exposed the data pertaining to the individual client, impact on interventions and practice implications.

**Qualifications:**

- Detail oriented and able to manage and honor dead lines
- Must be pleasant and professional in phone conversations with professionals and family members
- Must be able to work with multiple team members and differing personalities
- Basic computer skills and all office equipment
- Knowledge of Google platforms
- Good verbal and written communication skills

**Training and Support:**

- Intern will attend Volunteer Informational Meeting and must pass screening steps.
- Team training will be provided on the TOP tool and the required steps to obtain data, submit the data and disperse the information gathered. Confidentiality requirements and clean background required. Adhere to drug free workplace policy.

**Time Commitment:**

- This is a new position so it's hard to gauge the amount of time needed but it is estimated to be 10-12/hours per week.

**Initial Impact:**

- The TOP tool is an evidence based tool that measures a child's wellness. This position would be assisting caseworkers and clinicians to have the information needed for appropriate planning and interventions. The ultimate goal is to help the children involved with open child protection cases to get the services that are most responsive to their needs.

**Sustainable Outcome:**

- It is hoped that this position will help to identify the most efficient way to manage the implementation of this tool and to assist caseworkers in obtaining the information needed to best serve the children that have experienced trauma.

The intern will be a part of a dynamic team and learn about best practices in being a trauma informed, child protection community.

