

## **Children's Bureau**

50 S. Anaheim Blvd. Suite 241  
Anaheim, CA 92805  
[www.all4kids.org](http://www.all4kids.org)

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### **COMPANY DESCRIPTION**

The Children's Bureau mission is to help children succeed and excel at leading happy, healthy, productive lives through a combination of prevention, treatment, research and advocacy. Children's Bureau is committed to providing vulnerable children — especially in the early years — the foundation necessary to become caring and productive adults.

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### **DUTIES & RESPONSIBILITIES**

1. Student will learn the role and responsibilities of an Information & Referral Specialist (I&R)
2. Student will provide I&R services to assist clients, i.e. providing information and referrals; food distribution; client basic needs, projects, etc.
3. Student will assist Family Support Specialist (FSS) with overseeing parent engagement activities.
4. Student will observe FSS intakes and, per recommendation from FSS, will meet one-on-one with parents and/or children to facilitate specific activities or interventions.
5. Student will learn case management practices.
6. Student will develop necessary documentation and organizational skills for client case files.
7. Student will write contact notes based on observations of Family Support sessions and one-on-one meetings with parents and/or children.
8. Student will provide support to Special Events & FRC Projects.
9. Student will assist with Child Abuse Prevention month activities.

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### **QUALIFICATIONS & REQUIREMENTS**

Intern must commit to at least 2 quarters

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### **TIME COMMITMENT**

These are the requested periods of time by the employer

- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)

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### **HOW TO APPLY & DEADLINE**

Sent interest email to: [rubygodinez@all4kids.org](mailto:rubygodinez@all4kids.org) Application Process, Possible year around if positions/ locations are available.

- 1) Complete Application emailed to student
- 2) Interview
- 3) Complete Live Scan

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### **CONTACT INFORMATION**

For More information please contact Ruby Godinez at [rubygodinez@all4kids.org](mailto:rubygodinez@all4kids.org) or 714-788-1595. You can also visit their website at [www.all4kids.org](http://www.all4kids.org).