



INTERNSHIP JOB DESCRIPTION
A Family for Every Child/Heart Gallery
Family Finding
Intern/Volunteer Job Description

AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in Eugene, Oregon. AFFEC'S mission is to find loving, permanent families for every waiting foster child.

JOB SUMMARY:

The Family Finding volunteer will work closely with Department of Human Services (DHS) caseworkers and the Family Finding Director. The volunteer will perform research and establish contact with positive, safe family members and meaningful people for deserving children in foster care. While each case is different, the typical case takes approximately three months to complete and approximately 5-10 hours a month in phone calls and research. This volunteer can be located anywhere nationwide. Local volunteers can expect to do file mining at a DHS location and to attend two meetings; including a family meeting. Family Finding is an intensive relative search model with the goal of achieving permanency and supportive family connections for children in foster care.

INTERN RESPONSIBILITIES:

Under the supervision of the Family Finding Program Local Director, the intern will:

- Attend a three hour Family Finding training to prepare for their first case.
- Research DHS files for the purpose of discovering family and meaningful people for a child or sibling group in their case.
- Perform an intensive search over the internet to locate family and meaningful people for the child.
- Contact and engage family members and others by telephone to establish a positive connection for the child.
- Meet with the DHS caseworker and Family Finding Director to share research and to plan for the family meeting.
- Participate in family meeting with DHS and Family Finding Director to establish positive connections with family members to the foster child or children.
- Maintain close communication with the Family Finding Director, including weekly updates.

EDUCATION NEEDED:

Any major can qualify. This position is ideal for students majoring in non-profit administration, education, psychology, family & human services and communication.

SKILLS/QUALIFICATION REQUIRED:

- Excellent phone skills and written communication skills, with the ability to communicate with diverse populations.
- Computer skills/Data entry.
- Well organized with attention to detail and ability to carry out tasks independently.
- Ability to meet deadlines and attend two meetings during the course of the case.
- Ability to make a commitment to an individual case until it is closed (typically three months).
- Secure internet connection at home in order to conduct research.
- High degree of confidentiality and sensitivity to specific needs of foster children.

- Sense of urgency to complete cases on time.

PERSONALITY BEST SUITED FOR THIS POSITION:

A results oriented individual who is comfortable with both working independently on research and communicating to a diverse cross section of individuals. A detail oriented, tenacious individual is desirable, who “thinks like a private detective” in order to transform research into lasting, positive connections for a foster child.

EXPERIENCE OR SPECIAL SKILLS DESIRED:

The desire to help children in foster care is essential. All volunteers will be required to pass a background check before being given access to sensitive case files.

SCHEDULE:

Minimum commitment: 2 hours per week.

Hours per week: Varies from 2 to 5 hours.

Weekday hours: Occasional weekday hours to perform research at a DHS office and to attend two meetings over the course of the case.

Home office: Most tasks performed at a home office, with the exception of file mining and two meetings.

CONTACT:

Volunteer Coordinator info@afamilyforeverychild.org or 541-343-2856