



Position Title: *First Steps – South East Intern – Family Supports and Resources*

Purpose: First Steps – South East identifies and provides family-centered services to children age birth to three who may benefit from early intervention services related to developmental delay or disabilities and offers community resource assistance and information to successfully connect participating families while they are enrolled in the First Steps program and as they transition into other programs.

This internship will involve researching and updating information about relevant local resources and family supports in the eighteen-county First Steps – South East region to result in updated “Welcome Resource Packets for Families” and “Transition Resource Packets for Families” that are specific to the area in which the family resides. Additional activities may involve developing child find promotional materials and arranging and participating in child find activities. Opportunities to shadow and participate in case management activities will be provided.

Key Responsibilities:

- Conduct online and phone research of federal, state, and local programming and direct services available to families to identify appropriate resources.
- Encourage entities that offer services and supports to provide informational materials for distribution to families.
- Assist in the collection of resource materials and preparation of packets to distribute to families.
- Assist in the development of child find materials and events.
- Assist with case management activities.

Qualifications:

- A desire to help families with children who have developmental delays identify supports.
- Organizational skills.
- Orientation to detail.
- Communication and relationship skills and phone skills.
- Ability and initiative to independently identify and pursue leads and conduct follow up.
- Problem-solving ability.
- Strong internet research skills.
- Basic computer and data entry skills.

Location: First Steps – South East office located in the Aging and Community Services of South Central Indiana suite in the Doug Otto United Way building located at 1531 13th Street, Suite G900, Columbus.

Reports to: Director of First Steps – South East will supervise this internship position.

Time Commitment: Minimum of 8 to 10 hours per week from January – May 2015.

Training and Support: Orientation to First Steps and training for the internship provided by First Steps management; ongoing supervision provided by First Steps management and support provided by First Steps staff.

Benefits: Become familiar with the issues facing families with young children who have developmental delays or disabilities and with resources and supports available to these families.