



Eastern Band of Cherokee Indians Workforce Internship Program

DIVISION: Public Health & Human Services
PROGRAM: Child Advocacy
JOB TITLE: Child Advocacy Intern

Overview

The EBCI Workforce Internship Program provides interested young adults with the opportunity to gain professional work experience. This is a great opportunity for an individual who likes a variety of work, working with a diverse team that supports the Operations and Maintenance of the Eastern Band of Cherokee Indians. Many of our past Summer Helpers have moved on to fully benefited positions!

Heart to Heart Child Advocacy Center Purpose

Heart to Heart Child Advocacy Center provides a child-centered, trauma-informed environment where children who have experienced abuse can receive coordinated investigative, medical, and advocacy services. Our center works collaboratively with multidisciplinary partners to ensure each child and family receives compassionate care, support, and access to necessary resources. Interns will gain firsthand experience in child advocacy, family support services, and coordinated case response.

Key Responsibilities

- Assist with family intake and support: Welcome children and caregivers, offer comfort items, and help gather non-clinical information under staff supervision.
- Shadow and support multidisciplinary team functions: Observe case coordination meetings, advocacy services, and outreach tasks.
- Administrative and data tasks: Maintain case files, input non-sensitive data, schedule appointments, and prepare documents.
- Assist with public awareness and prevention programs: Help create educational materials, support event planning, and participate in community outreach.

- Facility and child friendly environment preparation: Restock snacks, prepare rooms, sanitize toys, and maintain welcoming spaces.
- Learning and development: Participate in training on trauma-informed care and child welfare systems.

Required Qualifications

- Must be between the ages of 18 – 24.
- Must pass a background check and strictly maintain confidentiality regarding all children, families, and case information.
- College enrollment or a degree in fields such as social work, psychology, criminal justice, human services, or related areas will receive preference.
- Able to provide own transportation to the work site(s).
- Able to work 40 hours per week.
- Able to commit to **ALL** program dates and program events (multiple absences will result in dismissal from the program).

Benefits

- Pay rate: \$15/ hour

Click here to apply: <https://publicservices.powerappsportals.com/Internship-Program-Application/>