



# University of Pittsburgh

*School of Social Work  
Child Welfare Education and Research Programs  
The Pennsylvania Child Welfare Training Program*

## **Purpose**

The purpose of the PA Child Welfare Training Program Internship is to involve foster care youth enrolled in post-secondary education in the development of Independent Living services across the state. The Internship program not only allows future child welfare professionals the opportunity to learn new skills, it also allows the student interns to share their unique perspective of the child welfare system in Pennsylvania; thus helping to improve services for youth in the substitute care system.

## **Primary Intern Duties**

To help the Training Program successfully engage youth, the Intern will need to gain a representative perspective of Pennsylvania's substitute care youth. This can only be accomplished through extensive interaction with youth in and out of substitute care throughout the state; and then having the Interns share that collective outlook and feedback with Training Program staff so that it might shape child welfare training and practice improvement efforts in Pennsylvania. Intern duties include work on cross-system committees, direct interaction with other youth in the substitute care system through the Retreat and YAB, inclusion in the decision making process for Independent Living initiatives and tools such as the discharge planning tool, and other areas of leadership and responsibility.

## **Conclusion on Summer Internship**

At the conclusion of the summer internship program, the training program will maintain two Youth Ambassador Position located at the Pennsylvania Child Welfare Training Program in Mechanicsburg. While continuing their mentoring and partnership with The Pennsylvania Child Welfare Training Program and Diakon State Wide Adoption and Permanency Network, the remaining Summer Interns will serve as Youth Ambassadors in their respective regions. The Youth Ambassadors will also serve as the regional Youth Advisory Board leaders for their regions. Each out stationed Youth Ambassador will be assigned a regional mentor who works directly with The Pennsylvania Child Welfare Training Program or Diakon Statewide Adoption and Permanency Network.

## **Intern Questions and Answers:**

### **How do I become an Intern?**

The first step to becoming an Intern of the Pennsylvania Child Welfare Training Program is to fill out the application and send it to:

Lucinda C. Gore, M.A.  
Practice Improvement Specialist  
403 East Winding Hill Road  
Mechanicsburg, Pa. 17055  
[Lcg7@pitt.edu](mailto:Lcg7@pitt.edu)  
717-795-9048 ext. 203 (w)  
717-795-8013 (fax)

Every application will be reviewed by a selection committee (who will keep all information contained in the application confidential) and they will select two young adults to be Youth Interns. Once the decisions have been made, someone will contact you to let you know if you have been selected.

### **Interns must meet the following criteria's?**

- Any college age youth who left foster care after the age of 16.
  - Youth enrolled in a post- secondary educational course of study.
- Or
- High school senior that will be enrolled in a post- secondary educational course of study by the time of employment.

### **What are my job duties?**

The Interns are involved in several committees working alongside other youth and professionals from around the state. The following list highlights some of those committees.

- Participates on the State Child Welfare Quality Assurance Committee that is comprised of key state officials from across systems;
- Participates on the State Youth Advisory Board. Attends quarterly meetings, presents on behalf of the State Youth Advisory Board at conferences and meetings and assists in various projects of the board;
- Participates on the South Central Regional Youth Advisory Board;

- Participates in the work of the State Youth in Transition Taskforce that is working to eliminate homelessness for youth exiting substitute care in Pennsylvania;
- Participates on the State Youth Retreat Steering Committee. Assisted in the implementation of the Annual State Independent Living Youth Retreat and assist in a wide variety of activities around the implementation of the Retreat;
- Participates on the Pennsylvania Child Welfare Training Program (CWTP) Steering Committee;
- Assist in the coordination and implementation of the annual diversity conference;
- Participates on the Independent Living Technical Assistance and Training Advisory Group.
- Participate and collaborate with Diakon Statewide Adoption and Permanency Network.
- Other duties as assigned.

**What are the hours?**

2 full time positions September – April up to 20 hours weekly Monday – Friday  
 3 full time positions May – August up to 37.5 hours weekly Monday – Friday  
 2 part time positions May – August up to 20 hours weekly

**Will I have to Travel?**

Yes, this position may require travel and over night stay. Travel expenses will be reimbursed / covered by the Child Welfare Training Program.

**What is the office location?**

Mechanicsburg / Central region  
 Philadelphia / Southeast region  
 Pittsburgh / Western region

**What is the pay?**

Intern receives \$12.00 an hour.

**When are the applications due?**

We will accept applications on an ongoing basis. As positions become available, you will be contacted by a Youth Ambassador regarding you interest in the position.

## APPLICATION

### The Pennsylvania Child Welfare Training Program Internship Application

The following questions ask for some personal information. It is important that we select Youth Interns who represent the diversity of Pennsylvania as well as those who have an understanding of the child welfare system. This information is confidential and will not be shared with anyone except the selection committee. If you need extra space to answer any of the questions, feel free to use a separate piece of paper. Thank you for your interest.

<b>Your name:</b>
<b>Mailing address:</b>
<b>E-mail address:</b>
<b>Daytime and evening telephone numbers:</b>
<b>Best time to call:</b>

- 1. Tell us about some of your experiences dealing with child serving systems (i.e. education, child welfare, juvenile justice etc.). Again, this information will be kept confidential.**
  
- 2. Are you now, or have you ever been a member of an advisory board, involved in any community organizations or participated on any community or school committees? Please describe:**

3. **Why do you want to be an Intern?**
  
4. **Briefly describe any special skills or experience that will assist you in your duties as an Intern.**
  
5. **Name of college or trade school you will or are attending?**
  
6. **Please indicate your school status: Freshman; Sophomore; Junior; Senior**
  
7. **How did you hear about this opportunity?**

**Please provide one personal and one professional written letter of reference. These letters should not come from a family member. The Reference Letters should be brief and should include:**

- **Name of the person and their contact information**
- **How they know you and how long they have known you**
- **Why they think you would be a good representative and role model for youth in involved in the foster care system.**

**Your letter of reference may be sent directly to Lucinda Gore (address listed above) or you can submit it with your application.**

**Thank you again for your interest in the Pennsylvania Child Welfare Training Program Internship position.**