

# **Student Responsibilities, Requirements, and Qualifications**

## **Responsibilities may include but not limited to:**

1. Assess patient/family coping and understanding of diagnosis and treatment
2. Assess patient in each area of development
3. Prepare children for forensic interviews and medical exams
4. Assist with medical exams
5. Stay with the patient throughout their evaluation. **The patient is your responsibility during times of transition**
6. Work as part of the multidisciplinary team
7. Clean the front lobby daily and as needed
8. Clean toys on an as needed basis
9. Assist with office duties (as time permits), i.e. answering phones, making copies, filing, mailing reports, making charts, etc.
10. Other projects and tasks that support the day to day operation of the center (as time permits)

## **Requirements:**

1. Must be 18 years of age – minimum
2. Provide a resume, application, references and unofficial transcripts
3. Complete and sign all required background check forms
4. Complete a pre-interview with the CAC onsite supervisor
5. Must understand client confidentiality and the personal commitment to maintain confidentiality at all times
6. Must sign a confidentiality statement
7. Must complete all hours, projects and/or case studies required by academic professors/programs within the time frame arranged with onsite supervisor
8. Weekly journals
9. TEDI BEAR should have on record proof of a negative TB Skin Test screening prior to the start date
10. Complete online HIPAA training and other BSOM required trainings

## **Qualifications**

1. Current enrollment at East Carolina University
2. Willingness to work within the guidelines, policies, and standards of the CAC
3. Good human relation skills and willingness to be objective
4. Commitment of time, interest, and energy to fulfill expectations of the CAC
5. Willingness to receive guidance and direction
6. Ability to work as a part of a team
7. Sensitivity and appreciation of cultural/ethnic differences
8. Ability to communicate both verbally and in writing

## Student Application

Briefly answer the following questions.

- (1) Why did you pursue a degree working with children and families?
- (2) Describe your personal qualities or skills that allow you to work effectively with children and families.
- (3) Please explain why you chose TEDI BEAR Children's Advocacy Center for an internship placement.
- (4) Which area are you MOST interested in? The social work aspect or working hands on with children, providing play opportunities for purposes of developmental assessments and therapeutic activities, preparing children for medical evaluations and assisting in the medical evaluation?
- (5) What are your personal concerns about working in an agency that serves victims and families affected by sexual/physical abuse, neglect and/or violence?
- (6) List prior volunteer experiences and what you gained from those experiences?
- (7) Requirements for application packet:
  - Signed student application
  - Current resume
  - Unofficial copy of transcripts
  - Include 3 letters of reference:
    - Include a reference letter from an ECU professor
    - If interested in hands on with children, include letters from 2 references that have observed your interactions with children (i.e. employer for work or babysitting, volunteer experiences, etc.)
    - If interested in social work, include 2 letters from references related to your field of study (i.e. employer, volunteer experiences, professors, etc.)

**NOTE:** (Reference letters must have original signatures or be emailed directly from the reference source. Reference letters must be received by the application deadline.)

**Make sure that your application packet is complete with all information requested above or you will not be called for an interview.**

If you send an application packet and you accept a placement somewhere else or do not wish to be considered for placement, please send an email to the address below to withdraw your application. Thank you!

**I have read and understand the TEDI BEAR CAC student guidelines.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Return Completed  
Application Packet to:

Katie Wood, Child Life Specialist  
TEDI BEAR Children's Advocacy Center  
2303 Executive Circle  
Greenville, NC 27834  
or email to [woodk@ecu.edu](mailto:woodk@ecu.edu)