

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2010**

Organization Name: Families First

Address: 1105 West Peachtree Street, N.E.
Atlanta, GA 30309

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Web site: www.familiesfirst.org

Internship Supervisors: Kim E. Anderson and Teri Lewis

Supervisor's contact information including e-mail:

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Organization's Mission Statement:

To ensure the success of children in jeopardy by empowering families.

Summary of organization's primary programs and services:

Child & Youth Permanency: solutions that provide children and youth with: a family for life and the highest quality of services to enhance and ensure their safety and well-being.

- **Adoption Services** - assists thousands of individuals and couples every year navigate through the challenging adoption process.
- **Adoption Registry Reunion** - state-wide program providing services to birth parents, adopted persons, adoptive parents, and siblings.
- **Foster Care** - provides foster families with free training, support services, 24 hours accessibility to our licensed social workers, free yearly physical and five days of respite.
- **GA Center for Resources & Support** – state-wide project

funded by the Georgia Department of Human Services that provides resources and supportive services for adoptive and foster families.

- **Reunification and Group Homes** - provides safe and structured haven for those children who do not have the necessary love and support from family members.

Supportive Housing: solutions that combine housing and social services to help people facing complex challenges live more stable, productive lives.

- **Delowe Village/Shelter A Family** - provides supportive case management services to families who are chronically homeless and suffer from at least one disability: mental illness, substance abuse, and/or medical illness. Programs operated out of the Delowe Village apartment complex in East Point, and the Georgian Hills and Pavilion Place apartment complexes in the city of Atlanta
- **Weaver Gardens** - transitional living home that provides efficiency apartments for young mothers aged 17-26 and who were previously homeless and one child less than a year old.
- **Housing Relocation** - provide supportive services to clients who are displaced from public housing including: Leila Valley, U Rescue, MLK, and Mc Daniel Glen.

Parenting & Family Life Education: solutions that strengthen the quality of individual and family life.

- **Counseling Services** - services provided to individuals, families and couples who require assistance in overcoming difficulties in their lives.
- **Parenting Skills Groups** - 8 and 12 week classes which teach a variety of skills and provide information to enable participants to increase their effectiveness as parents.
- **Parenting Time** - state-wide program that includes both educational seminars and case management services to provide the non-custodial parent with better access and rights to their children.
- **Second Chance** - provides a safe haven for teenage mothers and their babies. Most of the clients are in the custody of the state and are aged 13-18.
- **FAST** - elementary program is an eight week, school-based, family-focused program designed to improve student behavior. and increase parental involvement in the school. A 14-week Middle School program is also available.

- **PEPI** - state-wide school readiness initiative for pre-school age children designed to prepare the child for success in school and increase parent involvement and leadership.
- **TransParenting** - designed to help parents who are divorcing to recognize and minimize the stress of divorce on the entire family.
- **Rollercoasters** - designed for children ages 5-17 who are experiencing the effects of divorce.
- **TAPP** - provides individual, family and group counseling services to assist young, at-risk pregnant teens to prepare for successful parenting.
- **Doula** - provides non-clinical support and services to young pregnant women.
- **EAP** - provides short-term counseling, preventive education and referral services to assist our client companies' employees and their immediate family members.

Intern's title: Executive Office and PFLE Intern

Internship project/job description:

Intern will work with the CEO on special projects to enhance the agency's community engagement, social enterprise, as well as implementation of strategic plan. In addition, the intern will work with the Director of PFLE to research and implement programmatic best practices and curriculum.

Qualifications:

Exemplary writing and research skills; self-starter; strong aptitude w/ Microsoft Word, Excel and Project; sincere, demonstrated passion for nonprofit management and human services

Other requirements for position (security check, drug screen, immunizations) – Drug screen, Background Check, Driver's License, Social Security Card

Will the internship require that the student have a car?

Not required but would be helpful.

Is placement site accessible by public transit or other transportation options? Yes.