



Child Protective Services

Role and Responsibilities:

- Assist in every day responsibilities with a Child Protective Services Caseworker
- Taking reports from Connections
- Logging in reports
- Observing interviews
- Taking progress notes
- Filing
- Paperwork
- Making phone calls and documenting conversations

Qualifications and Education Requirements:

Must be enrolled in High School or College at the time of application.

Specific majors, coursework or backgrounds that would be helpful to this work:

Social Work, Criminal Justice or Public Relations

Preferred Skills:

- Computer and typing skills
- Good handwriting
- Phone skills
- Works well with public
- Works well with children

Department: Child Protective Services – Social Services Dept Department

Location: 121 Main Street
Brewster, NY 10509

Salary:	High School Student	\$9/hr.
	College Student	\$10/hr.
	Graduate Student	\$11/hr.

Schedule: 28 hours/week for 8 weeks

Supervisor: Alison Lusardi/Nicolle McGuire

