
Possible Work Assignments at Notre Maison/St. Joe's Orphanage and/or Providence Guest House

While this is not an exhaustive list, it outlines many of the possible duties and tasks that you may participate in while interning. Please read carefully and check only those areas in which you would feel comfortable working. Also, be aware that a working knowledge of Creole and/or French may be necessary to successfully fulfill many of these duties. Dependent on your length of stay at Gertrude's, one of these languages could be acquired which may mean that duties other than those you initially specified may be undertaken upon mutual agreement with Gertrude or her delegate. As you become more familiar with the children and routines at the guest house/orphanage, you may wish to change or add to your assignments. This, again, would be discussed with Gertrude and be mutually agreed upon.

Area	Details	Duties	Check to indicate interest
Hospitality	The guest house is host to many people from areas outside of Haiti.	<ul style="list-style-type: none"> --meet and greet the guests and familiarize them with the guest house routines --answer questions about the children --facilitate guest interaction with the children --supply guests with materials to work/play with the children 	
	Groups such as Healing Haiti regularly visit the orphanage to assist the children with such things as physical therapy or to simply interact with and play with the children	<ul style="list-style-type: none"> --communicate with groups by e-mail or phone to regulate and schedule visits --greet groups and answer their questions --provide groups with a tour of the orphanage --assign group members to work/play with specific children --supply group members with the materials needed to work/play with the children 	
Administration	Adoption: Some of the children at the orphanage are in the process of being adopted.	<ul style="list-style-type: none"> --communicate with adoptive parents --maintain and update adoption files --Attend meetings, prepare papers related to the adoptions 	

	Records: Records on each child are to be kept and updated	<ul style="list-style-type: none"> --organize records --record all medical appointments and results --update therapy reports --write regular progress reports 	
	Sponsorship: Some of the children are already sponsored by individuals and/or agencies	<ul style="list-style-type: none"> --assist in updating the sponsorship files --comply with sponsors' requests for such things as pictures or cards from their sponsored child --assist in setting up new sponsorships 	
	Inventory: New supplies and donations come in to the orphanage regularly	<ul style="list-style-type: none"> --organize and inventory the supplies as they come in --arrange for storage and organization of these supplies 	
Work with the children of St. Joe's	These children are able-bodied youth. All, except for the young ones not yet of school age, go to school outside of the orphanage.	<ul style="list-style-type: none"> --assist children with their homework --help the children learn English --provide activities and games for the children during their free time --supervise the children at play --assist in taking the children to outside appointments 	
Work with the children of Notre Maison	These children have disabilities of some sort—both physical and cognitive. They attend school at the orphanage.	<ul style="list-style-type: none"> --assist the nannies who care for the children during meal time by feeding children --assist the teachers by supervising the children and encouraging participation --participate in the physical and occupational therapy treatments --participate in water therapy --participate in horse therapy --supervise the children during their free time --provide children with activities during their free time --assist in taking the children to outside appointments 	