



# Administrative Office of the Courts *Internship* *Children's Advocacy Center*

## **SUMMARY:**

The Children's Advocacy Center (CAC) is a court program of the Thirteenth Judicial Circuit, Administrative Office of the Courts' Children's Justice Center. The CAC is accredited through the National Children's Alliance (NCA). CAC's that have met national accreditation standards are recognized as having achieved a level of multidisciplinary collaboration and coordinated service delivery that significantly improves the experience and well-being of children who are subject to child abuse intervention. Accredited membership in NCA requires that programs meet ten standards. These standards ensure effective, efficient and consistent delivery of services by children's advocacy centers to child abuse victims. The primary goal of the CAC is to ensure that children disclosing abuse are not further victimized by the intervention systems designed to protect them.

This internship offers a great opportunity to gain hands-on experience with an accredited Children's Advocacy Center in a friendly and relaxed atmosphere.

## **EDUCATION and/or EXPERIENCE:**

Enrollment in an accredited university or college, in pursuit of a bachelor's or graduate degree.  
Some experience and interest in child welfare issues, court processes related to family matters and non-profit management /marketing.

## **Objectives:**

- Grasp the child protective services and law enforcement investigative process related to child sexual abuse
- Participate with a multidisciplinary team during forensic interviews
- Carry out certain administrative functions in association with successful daily operations
- Assist the Victim of Crime Act Child Advocate with children on site
- Contribute to case planning activities through case review process
- Assist with keeping and updating case related data
- Contribute in writing /editing program procedures for re-accreditation process
- Assist in Outreach Program child abuse awareness and prevention presentations
- Assist with basic office functions
- Complete required child abuse, cultural diversity, HIPP, civil rights and domestic violence trainings

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Good organizational and time management skills with attention to detail
- Good verbal and written communication skills
- Knowledge and familiarity with the Internet and Web-based resources
- Proficiency in Microsoft Office and basic computer applications
- Positive, proactive, and personable team player
- Willingness to collaborate with staff and to help with a variety of programs and tasks
- Sense of commitment and responsibility to the mission, vision, and values of the organization
- Interest in child victims of physical and sexual abuse issues