



Administrative Office of the Courts

Internship

Children's Justice Center

SUMMARY: The Children's Justice Center was created in 1992 and operates within the Administrative Office of the Courts, Thirteenth Judicial Circuit of Hillsborough County. The Children's Justice Center provides a neutral, safe and child friendly environment and trained personnel to supervise visitations as court ordered between children and family members.

The major service tasks for the intern at the Children's Justice Center Supervised Visitation Program will be to complete the FSU supervised visitation training, review case files and prepare correspondence for judges which reflect compliance to court orders for supervised visitation along with a brief synopsis of each visits.

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 and court processes related to family matters.

ESSENTIAL DUTIES:

- Prepare correspondence to judges related to court ordered visitations between parents and children to assist the court in making determinations of the best interests of children involved in family law, domestic violence and dependency proceedings.
- Complete the required 40-hour FSU supervised Visitation Training
- Complete 24 hours of shadow and reverse shadow with trained staff
- Handle special projects requiring research through case files, clerk of court records and law enforcement data bases.
- Contribute social work skills and criminology knowledge to increase delivery of professional services to the judiciary

INTERN'S BENEFITS:

- Parking validation
- Domestic Violence, Family Law and Dependency court watch opportunities
- Exposure to other Court Programs and overview of their functions
- Obtain a working knowledge of the Children's Justice Center's role in judicial proceedings involving families
- An overview of the 13th Judicial Circuit Courts
- Participate as a team member providing the judiciary pertinent non-bias decision making information which benefits the welfare of children

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work in an environment focused on families in crisis from diverse backgrounds.
- Ability to handle sensitive matters with integrity and confidentiality.
- Good organizational and time management skills with attention to detail.
- Good verbal and written communication skills. Proficiency in Microsoft Office and basic computer skills.
- Positive, proactive, and personable team player.
- Sense of commitment and responsibility to the mission, vision and values of the organization.

