



Administrative Office of the Courts

Intern OPPORTUNITY BULLETIN

POSITION TITLE:

Internship
Elder Justice Center

SUMMARY: The major service tasks for the intern at the Elder Justice System will be to review case files, so as to assist older or incapacitated adults involved in the judicial system because of guardianship, family or other civil matters. Assistance includes linkage to social and legal services.

EDUCATION and/or EXPERIENCE:

Enrollment in an accredited university or college, in pursuit of a bachelor's or graduate degree.
Prefer experience and/or interest is Advocacy and Aging and Adult services.

ESSENTIAL DUTIES:

- Provide advocacy services to senior victims of abuse and/or exploitation as well as protecting the rights of the incapacitated (e.g., wards).
- Provide short-term case management services to include linkage to existing resources.
- Perform basic case management duties to include home visits, establishing/maintaining in-person and/or remote contact with wards, families, guardians, collateral sources and providers.
- Assess whether ward's current level of care is adequate for their current needs.
- Observe and attend court proceedings involving guardianship.

INTERN'S BENEFITS:

- Parking validation
- Community engagement watch opportunities
- Exposure to other Court Programs and overview of their functions
- Obtain a working knowledge of the Elder Justice Center's role in judicial proceedings involving the elderly or incapacitated adults
- An overview of the 13th Judicial Circuit Courts
- Participate as a team member providing client linkage to community resources

KNOWLEDGE, SKILLS AND ABILITIES:

- 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.