



# Administrative Office of the Courts

## *Intern OPPORTUNITY BULLETIN*

**POSITION TITLE:**

Internship  
Behavioral Health Programs (BHP)/Family Law cases

**SUMMARY:** The major service tasks for a Behavioral Health Programs intern will be to review Family Law court files, conduct Intake Appointments utilizing evidenced-based risk assessments and screening instruments. Interns will provide therapeutic interventions for program participants, link participants with community resources and prepare correspondence for judges which reflect compliance with the court order to BHP.

**EDUCATION and/or EXPERIENCE:**

Enrollment in an accredited university or college, in pursuit of a master's degree in Social Work. Candidate must have experience as an AOC Court Programs Interns. Some experience in court processes related to family matters and administering evidence-based risk assessments.

**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.
- Handle special projects requiring research through case files, clerk of court records and law enforcement data bases.
- Contribute social work skills to increase delivery of professional services to the judiciary.

**INTERN'S BENEFITS:**

- Parking validation (contractors are ineligible)
- 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 13<sup>th</sup> Judicial Circuit Courts
- Participate as a team member providing the judiciary pertinent non-biased decision-making information which benefits the welfare of children and families
- Participate in comprehensive case staffings

**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.