



District of Columbia Courts

Internship Program Openings

Division: Executive Office- Supervised Visitation Center

Description:

The Supervised Visitation Center Program gives non-custodial parties involved in Domestic Violence and Family Court cases, a safe and neutral location to have supervised visitation, and drop off and pick up services for their children.

Responsibilities:

The intern will interview parents and provide assistance in filling out intake paperwork. Intern will provide assistance to Program Coordinator in scheduling visitations and exchanges, setting up intake interviews, collecting data, and various other administrative duties. The intern will provide support to the Supervised Visitation Center on special projects such as program development and other projects as assigned.

Qualifications:

The applicant must be at least in his or her third or fourth year of their undergraduate program studying social work, psychology, sociology, anthropology, or in a graduate school program with a focus in those areas. The student must be in good standing at his or her university. It is preferred that all applicants have a GPA of 3.0 or better. The student must be able to commit a minimum of 12 hours per week throughout the semester. Finally, the student will be subjected to an FBI criminal background check.

Application Process:

Applications should include the following:

- A District of Columbia Internship Application Form
- A Resume
- An unofficial Transcript
- Two Letters of Recommendation

Please send all application packets to:

Fetneh A. Fleischmann
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Human Resources Division
500 Indiana Avenue, NW
Washington, DC 20001
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