

Internship Position

Position: Criminal Justice Intern
Commitment: 8 hours minimum per week
Organization: Hunt County Children's Advocacy Center
Crisis Center of Northeast Texas
Hunt County Rape Crisis Center

About Agency: The organization provides a safe and supportive environment for victims of sexual assault and child abuse to have their voice heard, and to begin to heal from their trauma. The organization has been providing critical services to victims in Hunt County for over 21 years. Services include crisis intervention, advocacy, forensic interviews, sexual assault exam accompaniment, trauma-focused therapies, assistance with Crime Victims Compensation, and case management. (For more information, go to www.ccnetx.org.)

About Internship: Interns will have the opportunity to gain valuable experience by working alongside the team. Responsibilities may include, but are not limited to the following:

Key Duties:

- Develop understanding of forensic interviewing, child abuse dynamics, developmental levels, and other pertinent topics via on-going training, research readings, and supervision.
- Follow center procedures and function in a team setting on a regularly scheduled basis to assist Forensic and Advocacy Programs
- Prepare agendas and assist with planning Multidisciplinary team meetings
- Engage with Multidisciplinary team for case and court updates
- Observe forensic interviews with the child victims and witnesses
- Work appropriately with applicable agencies/ individuals to assist with case and family needs
- Complete intake assessments and crisis intervention
- Provide service recommendations for the child and family to assist team and promote victim centered services
- Complete follow up calls to caregivers to ensure needs are being met and provide them with additional resources as needed
- Complete referrals to community agencies for counseling and victim services as necessary
- Participate in on-call rotation to ensure crisis intervention and victim services are available 24 hours/7 days a week/365 days a year
- Follow all center procedures and policies in regards to referrals, reporting and confidentiality in relation to child abuse and sexual abuse cases
- Accompany victims and caregivers to court hearings and meetings

Ideal Qualifications:

- Currently enrolled in undergraduate criminal justice course
- Familiar with Microsoft Office
- Interested in victim centered case management
- Outstanding multitasking abilities
- Excellent verbal and written communication skills
- Non-judgmental, non-prejudicial, accepting attitude toward other people regardless of race, ethnicity, sexuality, age or appearance.
- Ability to interact with members of other agencies with tact and discretion.
- Can pass criminal background checks including DFPS abuse/neglect registry check, DPS criminal background check, national sex offender registry check

Please email resumes to megan.rucker@ccnetx.org