



District of Columbia Courts

Internship Program Openings

Division: Crime Victims Compensation Program

Description:

Crime Victims Compensation Program assists innocent victims of violent crimes, as well as the survivors of homicide victims and dependants family members, with crime-related expenses including: medical, counseling, funeral bills, lost wages and support. Crime victims are provided with assistance in filing applications, locating other victim service programs, support groups, mental health counseling and many other quality of life issues that arise after victimization.

Responsibilities:

Interns will interview victims of domestic violence and provide assistance in filling out application forms. Interns will provide assistance to claims examiners and victim advocates in the processing of claims, including but not limited to, processing supplemental payments, contacting employers, hospitals, law enforcement officers, mental health providers to verify information contained in applications. Interns will provide assistance and support to the Crime Victims Compensation Program on special projects such as planning events for Crime Victims Rights Week, and other projects as assigned.

Qualifications:

The applicant must be at least in his or her third or fourth year of undergraduate program or in a graduate or law school program. 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
District of Columbia Courts
Human Resources Division
500 Indiana Avenue, NW
Washington, DC 20001
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