

College Student Volunteer Internship Program

Are you looking for an exciting internship opportunity that empowers victims and survivors to find safety, support, connection, and hope? The Victim Services Unit, a program of the District Attorney’s Office, is looking for a dedicated intern to join our Victim Services Unit Main (VSU) team or Children’s Advocacy Center (CAC) team.

Our student interns are an important part of our success!

**VSU Main Team**:

An internship at the Victim Services Unit Main Office provides an opportunity to gain knowledge of the criminal justice process, victims’ rights, and resources to help victims of all types of crime.

The VSU Main victim advocates are uniquely positioned as part of the District Attorney’s Office, to help victim-survivors understand and navigate the criminal justice system. The victim advocates accomplish this by notifying victims of court hearings and their victims’ rights while also serving as the liaison with the Deputy District Attorney to set up and provide support when meeting with the DDA or attending court hearings. The victim advocates assess the needs of victim-survivors, assist with safety planning and lethality assessment to make appropriate referrals to partner agencies who offer services for the identified needs of victim-survivors and their families.

VSU Main Interns will have the opportunity to:

* Receive training regarding the court process and terminology, Marsy’s Law rights, how to assess the needs of victims, and how to link victims to appropriate resources including local community-based agencies and the California Victim Compensation Program application and benefits
* Shadow victim advocates to learn how to assess victims’ needs, help victims fill out the CalVCB application, identify appropriate resources to meet victims’ needs, answer questions regarding the criminal justice process and look up court cases to provide court information to victims
* Help victims at the VSU Lobby to fill out the CalVCB application and provide referrals for services to appropriate agencies
* Help with Administrative tasks including answering the Main VSU phone, greeting people at the VSU front counter, entering calls and notes in the VSU Intake/Phon lob
* Work on special projects including preparing for outreach events
* Observing Victim Advcoates during court hearings with victims

**The CAC Team:**

An internship at the Children’s Advocacy Center provides a unique opportunity to gain an increased understanding of the child welfare and criminal justice system, the dynamics of child abuse and neglect, and questioning strategies utilized in a forensic interview.

The Children's Advocacy Center (CAC) of Santa Clara County is a safe, welcoming place where children who have endured the trauma of sexual and physical abuse can begin their journey of healing. The CAC serves an important role in preventing, identifying, and prosecuting child abuse. Our multidisciplinary team brings together members of the child protection, law enforcement, prosecution, victim advocacy, medical and mental health communities to provide child victims and their non-offending family members with comprehensive, trauma informed services designed to meet their individual needs.

CAC Interns will have the opportunity to:

* Observe forensic interviews and prepare a draft summary;
* Assist our multidisciplinary teams by preparing a summary of all new child abuse and neglect reports accepted for initial assessment;
* Observe the non-offending caregiver(s) initial interview and assist the child advocate with documentation;
* Provide clerical support and attend professional training.

The Victim Services Unit at the Santa Clara County District Attorney’s Office is currently recruiting student interns. Interested candidates should have their Official Job Application and all required school documentation as instructed on the posting, created in NeoGov. The application and a letter of interest **must** be emailed to DA Human Resources, [DAOHR@dao.sccgov.org.](mailto:DAOHR@dao.sccgov.org) Bilingual candidates are strongly encouraged to apply.

*To qualify for the Student Intern Classification, a student must:*

* *Be a U.S. Citizen, lawful permanent resident alien, or a non-citizen with proof of eligibility to work in the United States;*
* *Individuals under eighteen will require a work permit, which may be obtained through the high school counselor or the Employment Development Department (EDD);*
* *Be enrolled in an accredited institution of a school licensed by a state agency or have graduated from such an institution or school within the last six months;*
* *Have an overall grade point average of at least 2.5 on a four-point scale;*
* *Submit a completed Official Job application; and*
* *Pass a background check.*

Please send a PDF version of your application. resume and letter of interest to [DAOHR@dao.sccgov.org](mailto:DAOHR@dao.sccgov.org) . Take this opportunity to introduce yourself and provide an explanation why you would like to Intern with the Office of the District Attorney. **Incomplete submissions will not be considered.**

Should you have further questions about the College Student Internship Program, please contact Melissa Osborne, Administration Services Manager at [mosborne@dao.sccgov.org.](mailto:mosborne@dao.sccgov.org)

SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE

Human Resources Department College Student Internship Program

County Government Center –West Wing 70 West Hedding Street

San Jose, CA 95110

Email: [DAOHR@dao.sccgov.org](mailto:DAOHR@dao.sccgov.org)

*To qualify for the Student Intern Classification, a student must:*

* *Be a U.S. Citizen, lawful permanent resident alien, or a non-citizen with proof of eligibility to work in the United States;*
* *Individuals under eighteen will require a work permit, which may be obtained through the high school counselor or the Employment Development Department (EDD);*
* *Be enrolled in an accredited institution of a school licensed by a state agency or have graduated from such an institution or school within the last six months;*
* *Have an overall grade point average of at least 2.5 on a four-point scale;*
* *Submit a completed Official Job application; and*
* *Pass a background check.*

~~To apply for the College Student Internship Program, please complete an application by using your newly created or existing account in NeoGov for the OfficialJob Application posting that is listed on the page for Transfer Opportunities. The following should be attached to your application:~~

* ~~A copy of most recent transcripts showing cumulative GPA of 2.5 or better~~
* ~~Proof of current enrollment (or proof of graduation within the last six months)~~

~~Be sure to include all required attachments with your application.~~ **~~Incomplete applications will not be considered.~~**

~~Once you have submitted your application in NeoGov,~~ please send a PDF version of the ~~application~~ ~~submitted online~~ **~~and~~** ~~a~~ your resume and letter of interest to [DAOHR@dao.sccgov.org](mailto:DAOHR@dao.sccgov.org) . Take this opportunity to introduce yourself and provide an explanation why you would like to Intern with the Office of the District Attorney. **Incomplete submissions will not be considered.**

Should you have further questions about the College Student Internship Program, please contact Melissa Osborne, Administration Services Manager, ~~Senior Management Analyst,~~ at [mosborne@dao.sccgov.org.](mailto:mosborne@dao.sccgov.org)

SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE

Human Resources Department College Student Internship Program

County Government Center –West Wing 70 West Hedding Street

San Jose, CA 95110

Email: [DAOHR@dao.sccgov.org](mailto:DAOHR@dao.sccgov.org)