



Overview:

The Victim Witness Department of the Office of District Attorney Peter Weeks provides comprehensive advocacy and support to victims and witnesses of crime. Our Victim Advocates work to ensure that crime victims and their families are provided the services and information necessary to be an integral part of the criminal case process. It is our mission to ensure that victims are treated fairly and that their voice is heard.

Victim Advocacy Services:

- Information on rights as a crime victim
- Guidance in navigating the criminal justice system
- Referral to local resources and services
- Assistance in filling out applications for restitution and the Victim Compensation Assistance Program
- Crisis support services

Job Responsibilities:

1. Assist victims of crime to navigate the criminal justice System.
2. Conduct crisis counseling and intakes with victims of crime including assistance in filing restitution and compensation claims
3. Provide court support and escort victims to the Courtroom when needed to testify. Offer emotional support throughout the day when the victim is testifying.
4. Assist with front office responsibilities, including: answering phones, transferring calls to Advocates, filing, receiving, copying, and submitting documents (i.e. medical bills, appeal letters, receipts).
5. Assist with client intakes.
6. Accurately gather, organize and record data relevant to advocacy cases.
7. Provision of case status updates.
8. Offer information and make appropriate needs-based referrals to: hospitals, clinics, mental health facilities, emergency resources, and community based organizations.
9. Work with Assistant District Attorneys, Investigators, and Police Inspectors on case development.
10. Conduct other duties required by management to guarantee the successful operation of the unit (i.e. generating reports, collecting and analyzing data).
11. Serve as liaison between the Victim Witness Unit and victims, witnesses, other law enforcement agencies, community agencies, service providers and other governmental personnel as such relate to advocacy.
12. Assist Victim Advocates updating and conducting outreach for new cases.

Qualifications:

We are looking for highly motivated, responsible candidates from the criminal justice, social work, psychology and legal academic studies fields. Candidates will be required to work a minimum of 16 hours per week, days/times to be determined by the department. Internship may meet the requirements of academic courses or departments. Bilingual skills are highly desirable.



Blair County Office of the District Attorney
Victim/Witness Office
423 Allegheny Street, Suite 421
Hollidaysburg, PA 16648

STUDENT INTERNSHIP APPLICATION FORM

Please print and provide all information below.

Student's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____ Cell Phone Number: _____

E-mail Address: _____

School Name: _____

Is this for credit? _____

List the beginning and end dates you want to do an internship: _____

List the days and times you are available for work?

What is your current major/area of study?

Describe any student organizations, job experiences, additional course work (undergraduate or graduate), skills, degrees, certifications, or licenses that you have that will help you with this internship.

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Describe your career goals and how this internship will help you reach those goals. Be specific about the experiences you want to gain through this internship and why you believe this internship can provide such an experience.

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What is your current status (circle one)?

Sophomore Junior Senior Graduate Student Other _____

When do you expect to graduate? _____

Do you consent to a criminal background check and child abuse clearance? _____

Student Signature: _____

Date: _____