



## FJC Client Services Intern

Montgomery County Sheriff's Office - Family Justice Center  
Rockville - MD (United States)

The Montgomery County Family Justice Center (FJC) Client Services Internship provides interns with a unique opportunity to learn about domestic violence intervention on a direct service level. FJC Client Services Interns will learn about the FJC model, dynamics of domestic violence, and systems response. Interns will be supervised by the FJC Program Manager, and will assist with reception and intake responsibilities, maintain FJC databases, and will work closely with the Sheriff's Office Client Assistants. Interns will also be given the opportunity to shadow Client Assistants and observe domestic violence-related civil and criminal court hearings.

Students interested in the following areas are highly encouraged to apply: social work, public health, criminal justice, crisis intervention, and/ or family dynamics.

**Hours Required:** Client Services Interns are required to work at least one (1) 8:30am-5pm shift and two (2) half day shifts (8:30-2 or 11:30-5) per week.

### **Applicant Requirements:**

- Must be at least 18 years of age
- Must be currently enrolled in undergraduate or graduate school
- Must have access to internet and a computer with camera for potential remote work assignments and virtual meetings
- Complete an online application

**Desired Skills:** Highly Reliable, Telephone Manner, Administrative Support, People Skills, Organized, Highly motivated self-starter, Detail Oriented, Professionalism, Teamwork, Receptionist Duties

**Commitment Requirements:** Applicants selected for this position are required to commit to January – May during the Spring Semester

**Application Submission Deadline:** November 30th

Applications will be reviewed after the submission date. Only applicants selected for an interview will be contacted. Applicants selected after the interview must complete a background check.

**Course Credit:** Internship can be used to earn class credit if permitted by school/program.

**Application Link:** <https://forms.gle/fw8fASybzEkbhcqf7>