

**Victim Services – Family Services Incorporated
Internship Information**

Internship Description: Criminal Justice System – Main Office – Outreach (community presentations)

Director:	Cheryl Gonsman
Title:	Victim Services Direct Services Supervisor
Address:	2022 Broad Avenue Altoona PA 16601
Phone:	814-944-3583 ext 333
Fax:	814-944-8701
E-Mail:	cgonsman@familyservicesinc.net
Website:	www.familyservicesinc.net

Organization Description:

Family Services Incorporated, a non-profit organization, strives to build healthier relationships by empowering individuals and families to live and grow to their fullest potential.

Program Description:

Victim Services provides services to victims of crimes and their families. The Program works to assure the protection, health, safety and well-being of persons receiving services. Services include: crisis intervention, supportive counseling, information and referral, emergency room and courtroom accompaniment, and support groups.

Internship Description:

Benefits for the Intern:

As an intern for Victim Services, you will obtain a vast amount knowledge and hands-on experience in regards to crime victimization and its impact on the individuals experiencing the crime. Your communication and counseling skills will increase dramatically. You will also learn much about systems in the community and how each impacts and helps victims of crime.

Specific Expectations:

The Program expects their interns to be responsible, professional, flexible and adaptable. The Program expects that any materials developed and information gathered will be released to the agency for future use.

DESCRIPTION OF RESPONSIBILITIES

ORIENTATION PERIOD: 65 hours of crime victimization training and on-the-job-training in which the intern will shadow program staff.

ROUTINE RESPONSIBILITIES: Day-to-day, crisis oriented work geared to meeting client needs:

- Court accompaniment with legal advocates
 - Legal advocacy
 - Systems advocacy
 - Referrals
- Supportive counseling, group counseling
- Safety planning, assessment training & options counseling
- Attending a variety of community meetings with various staff in Blair County

ADDITIONAL RESPONSIBILITIES/LIMITATIONS:

- When deemed capable, the intern will assume additional responsibilities. Clerical work will only be in regard to program client file work and statistics collection.
- Attendance at weekly staff meetings, group counseling sessions.
- Assist with preparation for training programs, counseling sessions, and awareness month activities.
- Opportunity to visit other community provider agencies as appropriate
- Assisting with WOMEN AWARE support group for battered women and their children. This group meets every Tuesday evening from 6pm to 8pm.
- Work hours may vary taking into consideration program and intern needs. The office hours are from 8:30 am to 4:30 pm.
- Hours will be Monday through Friday at the Broad Avenue Office. Legal interns will accompany legal advocates from Crime Victim Support Services Program to various court proceedings each week
- The Legal Advocate Court Schedule is as follows:

Day	Time	Magistrate	Location
Tuesday	9:30 am – 12:00 pm	Aigner	Hollidaysburg
Tuesday	9:00 am – 12:00 pm	Miller	Tyrone
Wednesday	9:00 am – 4:00 pm	Auker, Kelly	Altoona
Thursday	9:00 am – 12:00 pm	Jackson	Altoona
Thursday	9:00 am – 12:00 pm	Ormsby	Roaring Spring
Thursday	8:30 am – 12:00 pm	PFA Hearings	Hollidaysburg