



Juvenile Justice Fund Family Visitation Intern (Summer 2011)

The mission of the Juvenile Justice Fund (JJF) is to fulfill the unmet needs of children and families coming through Georgia's juvenile justice system. We partner with the Fulton County Juvenile Court to address those needs by advocating at the federal, state and local level; implementing direct service programs; providing education and training; and increasing public awareness. All children always matter is the driving force behind all of our programs, which are specifically focused on stopping the commercial sexual exploitation of children (CSEC) and supporting family reunification efforts.

Our internship program is designed to give undergraduate and graduate students the opportunity to actively participate in the work we do to protect and serve the children who need us most. Although interns will work within a specific program or department, our hope is that they will understand the totality of JJF and will be able to work from a framework that encompasses the entire organization. In addition to providing essential programmatic assistance to JJF staff, interns will gain an understanding of critical issues for youth in metropolitan Atlanta, learn more about the way a non-profit organization operates, obtain valuable skills they can take into the workforce upon graduation and participate in networking opportunities with JJF staff and juvenile court employees.

The Family Visitation Program allows children placed in foster care to have supervised visits with their parents. When a formerly negligent parent works to restore their family, the hope is that a safe, stable and loving environment is established to which the child can return and thrive. JJF has partnered with churches strategically located throughout Atlanta to provide family visitation opportunities in safe, secure and neutral environments—a key step to reuniting as a healthier, stronger family unit. The Family Visitation Intern will work directly with the Family Visitation Program Coordinator to implement all aspects of the Family Visitation Program.

Family Visitation Intern Responsibilities:

- Research cutting-edge issues and develop a plan to implement new aspects into the program
- Research potential site locations
- Contact families to confirm visits and make follow-up phone calls
- Send observation reports to case managers
- Set up and maintain client files
- Assist with developing training materials
- Schedule and assist with trainings

To apply for the Family Visitation Intern position, please complete the included application. Applications may be submitted by e-mail to allisonhood@juvenilejusticefund.org, by fax to 404.224.1082 or by mail to

Juvenile Justice Fund
395 Pryor Street, Suite 2117
Atlanta, GA 30312

The deadline for applications is April 4, 2011. Once all applications have been received, applicants will be contacted for an interview. This is a part-time, unpaid position. The internship session lasts from May to August 2011 and will require a minimum of 10 hours per week. For more information about the Juvenile Justice Fund and our Internship Program, please visit our website at www.juvenilejusticefund.org. If you have any questions, please feel free to contact Allison Hood by phone at 404.612.4628 or by e-mail at allisonhood@juvenilejusticefund.org.



Internship Application

Full Name		
Current Address		
City	State	Zip Code
Permanent Address		
City	State	Zip Code
Home Phone Number		Cell Phone Number
Email Address		
Preferred Form of Contact		
Emergency Contact		
Phone Number		Relationship

What areas are you most interested in? Please select your top 3 choices in order of preference.

A Future. Not A Past.		CEASE		Development/Outreach	
Family Visitation		Operations		Project Ready Set Go!	

What is your availability?

Monday	to
Tuesday	to
Wednesday	to
Thursday	to
Friday	to

What session are you applying for?

Fall	
Spring	
Summer	

Please list any relevant experience and/or skills (e.g. Microsoft Word, communications, etc.)



Please include the following with your application:

- Short essay stating your personal, academic and professional goals and how an internship with JFJ would further those goals
- Cover letter and resume
- Two letters of reference

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