

# SERVE YOUR COMMUNITY



## OFFICE OF COMMUNITY CORRECTIONS – VICTIM SERVICES UNIT

### What We Do:

The Florida Department of Corrections Victim Services Unit assists victims of crimes committed by inmates and offenders under our supervision and notifies victims prior to an inmate's release. We further serve as the statewide administrator for the Victim Information and Notification Everyday (VINE) Services.

### What We're Looking For:

Students currently enrolled in a college or university in the field of criminal justice, sociology, or a related field. Candidates must be actively enrolled in an internship course and successfully pass a criminal background check. The ideal candidate can communicate well, both orally and in writing, demonstrates compassion and empathy, and actively listens.

### What You'll Do:

During your time with the Victim Services Unit, you will work closely with victim services staff to: locate, assist, and notify victims; assist victims with understanding the post-conviction process; and interact with government and law enforcement agencies in support of victim services. This position will also have opportunities to travel to local facilities, supervision offices, courts, hearings, etc. to experience the criminal justice system and post-conviction process in action.

### Other opportunities include:

- Preparing victim related print, social media, and website material
- Assisting with form and policy review and updates
- Promoting Victim Services

- Location: Leon
- Work Hours: 20-40 hours per week
- Academic Terms: Fall, Spring and Summer



To apply, click [here](#).

Have questions?

Contact the Internship Coordinator at  
(850) 717-3924 or  
[HRAdmin@fdc.myflorida.com](mailto:HRAdmin@fdc.myflorida.com).

or Victim Services at

[Victim.Services@fdc.myflorida.com](mailto:Victim.Services@fdc.myflorida.com)