

DPPC INTERN JOB DESCRIPTION

Intern Job Descriptions/ Schedule:

Cases investigated by the DPPC involve instances of suspected physical, emotional and/or sexual abuse, and abuse by omission of care of persons with physical, mental, emotional disabilities or mental retardation, when perpetrated by the caretaker for the victim. DPPC jurisdiction extends to disabled adults between the ages 18 and 59 years, who require the assistance of a caretaker for their activities of daily living, and it is the caretaker who has committed the abuses.

1. Once the applicant has accepted the position, the Deputy General Counsel shall meet with all Unit Directors to review the tasks and job descriptions the intern will accomplish for that Unit during his/her internship. The Units are:
 - Legal – assist with interviews, research, documentation, document / argument preparation, preparation of Memoranda of Law and fact and other preparation for the conduct of Appeal Inquiries, and court cases; appear with the Deputy General Counsel for in person witness interviews, in court on records requests, responses to subpoenas, guardianship and other protective order cases.
 - Hotline – assist the Hotline Screeners with calls from the public concerning reports of suspected abuse of persons with disabilities, assist with documentary tasks in connection with such reports, assist with the completion of backgrounds checks of potential employees in service providing positions in the community.
 - Oversight – assist Oversight Officers with tasks concerning the proper conduct of investigations, monitoring of the provision of protective services to alleged victims of abuse.
 - Investigations (civil): accompany civil investigators to witness, victim and/or abuser interviews, assist the investigator with document and other research as needed, complete any other tasks in connection with the investigative process as deemed necessary for the investigation.
 - State Police Detective Unit (criminal investigations): assist the detectives as needed with screening Intakes for possible criminal activity in a Hotline Report, accompany detectives to interviews, meetings with local law enforcement, District Attorney's investigators, transcribe witness statements for the detectives, and complete any other tasks as requested by the detectives in connection with the investigation of an abuse report involving possible criminal activity.
2. The Deputy General Counsel shall develop a schedule for the intern to work with each unit for a specified period of time each week during the internship, to complete the identified tasks.
3. Each Unit Head shall designate a "contact person" or "mentor" for the intern to report to on the day and time designated for the intern to work with his/her Unit. That "contact person" or "mentor" shall provide the intern with a description of the work to be completed and all necessary materials and instructions to complete the task, and should be available to the intern for questions or further clarification on an as needed basis. That "contact person" or "mentor" shall also monitor and oversee the work of the intern and monitor the work product.

Please submit a cover letter, resume, course evaluations, co-op evaluations (if available) and a writing sample to Ms. Quinn at the address below:

Gail E. Quinn
Deputy General Counsel
Commonwealth of Massachusetts
Disabled Persons Protection Commission
300 Granite Street Suite 404
Braintree MA 02184
(617) 727-6465 x 224

Internship Opportunity (Summer 2010)

The Iran Human Rights Documentation Center (IHRDC) is a registered 501(c)(3) non-profit organization based in New Haven, Connecticut.

The Center was founded in 2004 by a group of human rights scholars, activists, and historians to document the patterns of human rights abuse in Iran and to promote accountability, a culture of human rights and the rule of law in Iran.

The Center's work is intended to remedy a deficit in the systematic, objective and analytical documentation of the human rights situation in Iran since the 1979 Islamic Revolution. The IHRDC focuses on allegations of the most serious violations of human rights, such as murder, torture, unlawful imprisonment, enforced disappearance, sexual violence, persecution on ethnic, religious or gender grounds.

Internships: The IHRDC invites those interested in its mandate and goals to apply for an internship at the Center during the summer of 2010.

Interns will be expected to perform the following tasks:

- a. Conduct both legal and factual research on topics such as murder, torture, gender-related violence, disappearances and extra-judicial killings;
- b. Systematically gather and analyze human rights-related documents issued by governments, media, non-governmental organizations and other relevant bodies;
- c. Help draft reports, press releases and other related materials; and
- d. Contribute to the development of the IHRDC's *Aadel* Collection, a digital on-line human rights database.

The IHRDC particularly welcomes applications from those with a background in human rights law, or those with an ability to read Persian (Farsi), French or German. Applicants should email their resume, cover letter, and writing sample to jobs@iranhrdc.org or mail it to:

Iran Human Rights Documentation Center
129 Church Street, Suite 304
New Haven, CT 06510 U.S.A.

Further information can be found on the IHRDC's website at www.iranhrdc.org.