



STATE OF
NEBRASKA
JUDICIAL BRANCH

Office of Public
Guardian

The Office of Public Guardian has **volunteer** internships available for college undergraduate and graduate students in law, criminal justice, nursing, social work, psychology, counseling, gerontology, business, accounting, public administration and other similar academic programs.

Volunteer Internships are available for spring, summer and fall semesters. The Office of Public Guardian will work with students to ensure they meet the requirements of their programs.

Volunteer Interns will provide support to Associate Public Guardians who:

- Investigate the financial, psychological, family and social histories of wards
- Plan and arrange for services and housing for wards
- Make home and facility visits and inspections
- Make decisions about wards' medical, surgical and hospitalization needs
- Obtain financial benefits for which wards are eligible
- Insure wards' bills are paid
- Prepare comprehensive personal and financial court reports
- Maintain case records
- Attend court hearings

Volunteer Interns will provide support to Legal Counsels who:

- Prepare information on the facts and status of guardianship and conservatorship cases.
- Implement legal analysis regarding tax, immigration, property, estate planning, trust, wills, Medicaid, Social Security, Medicare issues
- Research legal precedents, case reports, and other legal documents to collect information for case preparation
- Prepare initial drafts of correspondence, motions, pleadings, orders, affidavits and other legal documents
- Represent the OPG in guardianship and conservatorship legal actions in court

Volunteer Interns will:

- Research supports and services for ward specific issues, and provide reports on results with recommendations for follow-up
- Contribute to ward visits, planning meetings and community resource coordination
- Prepare legal exhibits, attend court hearings, and file legal documents using the OPG's electronic case management system.

- Review and update medical, financial, and legal case management records
- Participate in legal counsel and case management update meetings
- Attend Private Guardian/Conservator Education classes and provide support to instructor.
- Enter private guardian surveys into on-line data base, and create reports from data collected
- Attend Court Visitor Orientation sessions, provide support to instructor
- Update and maintain community resource web-page information for private guardians and conservators
- Develop and update community education and recruitment materials

Students should have the highest personal and academic references. Criminal background check will be required. **Please direct all inquiries to Erin Wiesen, Education and Outreach Coordinator, at erin.wiesen@nebraska.gov**