



DEPARTMENT OF CORRECTIONS
Julie L. Jones, Secretary
PROFESSIONAL INTERNSHIP PROGRAM
2017 - 2018 POSITION ANNOUNCEMENT

Community Corrections, Bureau of Community Programs
Summer, Fall 2018 and Spring 2019 Semesters

PROFESSIONAL AREA: Community Programs

WORKING TITLE(s): Community Programs Intern

WORK LOCATION: FL Department of Corrections
501 South Calhoun Street Tallahassee, Florida 32399-2500
Position may also assist at various off site events or activities.

WORK HOURS: 20 - 40 hours per week for duration of internship (One (1) Semester)

COMPENSATION: Academic Credit. This is an unpaid position.

APPLICATION DEADLINE: Until filled

DESCRIPTION: This position is available with the Florida Department of Corrections, Office of Community Corrections, Bureau of Community Programs. The position is physically located in the Department's Central Office, in Tallahassee, Florida. This position will locate, assist and notify victims of crimes committed by inmates and offenders under our supervision; work closely with Community Corrections staff in providing information and interacting with local, state and federal law enforcement agencies in an effort to clear pending warrants (absconders) for offenders on community supervision; assist with interstate compact transfers of supervised offenders and statewide emergency operations management, as needed. This position will also have the opportunity to travel to local facilities, supervision offices, courts, etc. to assist professional Community Corrections staff in duties relating to offender supervision.

NOTE: The Florida Department of Corrections requires a criminal background check prior to employment.

EXAMPLES OF WORK:

- Enter and update victims in the Victim Information Notification Everyday (VINE) system.
- Using various databases, identify current information for victims and absconders, updating records and working with other agencies, as necessary.
- Respond to victim inquiries.
- Maintain confidentiality of all victim information.
- Assist Bureau staff in statewide emergency management operations, as needed.
- Participate in all required orientation and on-going training sessions as recommended.
- Observe and understand the function and procedures of the Agency's decision making process.
- Perform other duties as assigned.
- Interns will have the opportunity to travel to local facilities, supervision offices, courts, etc. to assist professional Community Corrections staff in duties relating to offender supervision.

MINIMUM QUALIFICATIONS:

- A desire to work in the field of criminal justice.
- At least eighteen (18) years of age.
- Currently enrolled as a student in a participating college or university or involved in a formal post degree program, with a minimum of two years course work in the field of Criminal Justice or a related field.
- Must be actively enrolled in an internship course during the internship.
- Organization skills with orientation to detail.
- Ability to work as a team member with salaried staff.
- A criminal history check will be required.
- The ability to interact well with a variety of criminal justice and human service agencies.
- The ability to communicate well, both orally and in writing.
- Must have own transportation.

LEARNING OUTCOMES AND PROFESSIONAL BENEFITS:

- Enhances the student's knowledge of the criminal justice system as well as community resource agencies.
- Incorporates the student's academic learning into work life application.
- Assists with the student's career development by gaining knowledge of qualifications and duties of various position and explore interest in this field.
- Assists with skill development and personal development to include; investigation skills, decision making skills, critical thinking skills, communication skills, increased confidence and self-esteem.

CONTACT INFORMATION:

For specific details and information regarding this internship position, please contact:

Lisa Kinard
Victim Services Administrator
Florida Department of Corrections
501 South Calhoun Street- Room 138
Tallahassee, FL 32399-2500

Phone: (850) 717-3123

E-mail: lisa.kinard@fdc.myflorida.com

APPLICATION PROCESS:

The following items comprise a completed Internship Application Packet:

1. Cover Letter
2. **Internship Program Application, Form DC3-2019**
3. **Volunteer Application, Form DC5-601A**
4. Resume
5. Three (3) letters of references with contact information (one [1] of which is from the applicant's academic program advisor or internship coordinator listed on the internship application form and confirming internship enrollment);
6. A copy of the applicant's valid drivers' license and current insurance card.

Once your complete application packet is received and approved, we will forward information on the required criminal background check which can be completed at any local sheriff's office and should cost approximately \$10 - \$15. Upon receipt of your background, we will contact you regarding the next steps in the process.

Thank you for your interest in the Department's professional internship opportunity. We look forward to hearing from you!