



## INTERNSHIP PROGRAM INFORMATION

### *Social Work, Case Management*

The Lubbock Private Defenders Office (LPDO), located in Lubbock, Texas, offers a dynamic internship program for students enrolled in institutions of higher learning or vocational/trade schools. Designed for those with an interest in law, social work, and criminal justice, this program provides hands-on training and experience in client-centered services.

**Eligibility:** Applicants must be current undergraduate or graduate students or recent college graduates.

**General Information:** Internships are available year-round, although positions are limited. Interns are required to complete at least one full semester with a weekly commitment of 18-20 hours. Academic credit may be available if an agreement is reached with the intern's college or university. Internship positions are unpaid unless otherwise stated. All interns must adhere to LPDO employee policies.

### **Application Procedure:**

To apply, candidates should submit a complete application package, including an application form and resume. Curriculum vitae (CVs) are welcome but not required. Incomplete applications will not be reviewed.

**Internship Description:** Interns at LPDO gain exposure to a variety of agencies focused on client-centered support, working closely with these organizations to ensure successful outcomes for our clients. Key responsibilities include mental health case management and community outreach, with a focus on building sustainable relationships with local social service agencies and nonprofits. Interns will work with our Field Placement Supervisor to help strengthen LPDO's community and client relations, and encourage essential lines of communication between clients and community resources. This internship offers a valuable opportunity for professional growth, allowing interns to gain skills in community outreach, coordination, and case management while making a meaningful impact through LPDO's network of community partnerships.

**Duties & Responsibilities** - Including but not limited to the following:

- Conduct follow-ups with clients and document notes on clients in the case management system
- Conduct intake appointments and document notes on clients in the case management system
- Conduct follow-ups with clients in the jail or the community
- Assist other caseworkers with documentation/scanning/records retrieval as requested
- Be available to ride along with caseworkers for home visits and locating clients in the community
- Assist walk-in clients if their caseworker is not available upon request
- Attend multi-disciplinary team meetings and assist caseworkers in note taking during the meetings
- Attend guilty plea hearings, compliance hearings, trials, etc., as requested by caseworkers or attorneys
- Attend Mental Health Docket
- Assist with medication vouchers as needed
- Assist the Mental Health Program Manager and Field Placement Supervisor in tasks related to the case management software
- Assist with any office or case management tasks given by the Field Placement Supervisor

\*Reliable transportation is necessary for an internship position with LPDO.\*

Please email the application form and resume to the Mental Health Program Manager, Sarah Velasquez, at [svelasquez@lpdo.org](mailto:svelasquez@lpdo.org). If your application is considered for an internship, you will be contacted for an interview.

## Internship Application Form - Social Work, Case Management

### Personal Information

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Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment / Unit #*

Phone: \_\_\_\_\_  
*City* *State* *Zip Code*

Email: \_\_\_\_\_

### Academic Information

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Current College/University: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Year in School:  
\_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate \_\_\_\_\_ Other

School Advisor or Internship Coordinator: \_\_\_\_\_

Contact Information of School Advisor or Internship Coordinator: \_\_\_\_\_

Will you receive course credits for this internship? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Availability Information**

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Internship Terms    Fall:                      Spring:                      Summer:                      Other:

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Months Available:

	January		February		March		April
	May		June		July		August
	September		October		November		December

Hours Available:

<b>Day</b>	<b>Hours</b>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Maximum hours per week: \_\_\_\_\_ Date available to start: \_\_\_\_\_

**[Current Students]** How many required hours are needed to complete your internship this semester? \_\_\_\_\_

**Additional Information**

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1. Community/professional organizations, honors, and awards:

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2. Activities relevant to the internship for which you are applying:

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3. How did you find out about the position for which are applying?

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4. Why would you like to work as an LPDO Intern?

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*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false, incomplete, or late application will not be considered for an internship placement.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_