



INTERNSHIP PROGRAM INFORMATION

The Lubbock Private Defenders Office (LPDO) offers internships at its office located in Lubbock, Texas. LPDO offers internships to students enrolled in any institution of higher learning or a vocational/trade school. LPDO's internship program is specifically designed to provide training and experience for students interested in law, social work, and criminal justice. LPDO internships are non-salaried; unless otherwise indicated.

Eligibility: A candidate must be a graduate student, an undergraduate student, or have graduated from college.

General Information: Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit, if an agreement is made between LPDO and the intern's college or university. All interns are subject to the applicable LPDO employee rules.

Application Procedure: Candidates must complete an application form and submit it with their resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Internship Description: The Intern will be exposed to a wide range of agencies that are focused on client-centered services. Coordination with these agencies is vital to the success of our clients, and this coordination requires extensive communication. The Intern's responsibilities with LPDO would include the responsibilities of mental health case management and community outreach marketing. By learning our agency's operating system, the Intern will be equipped with the knowledge to take into the Lubbock community and market to local social service agencies and non-profits. Working with our Community Outreach Coordinator, the Intern will have the opportunity to continue developing the LPDO brand and establish these lines of communication. Extensive communication with the Executive Assistant, Tina E Patrick, would be a requirement so that the Intern understands the best marketing strategies to help our program meet operational goals. This internship has the potential to be mutually beneficial as LPDO will gain sustainable community connections and our Intern will grow as a professional through their interactions with multiple community agencies.

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

- Conduct follow-ups with clients that have been cleared
- • Conduct intake appointments and documents 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
- • Retrieve the StarCare flash drive weekly
- • Assist walk-in clients if their caseworker is not available upon request
- • Attend treatment team
- • Attend competency evaluations/compliance hearings/etc. as requested by the caseworkers
- • Assist with medication vouchers as needed
- • Assist the Senior Mental Health Caseworker with implementing new paperwork for caseworkers
- • Attend Mental Health Docket

Please email the application form and resume to the Executive Assistant, Katy Nicholson, at knicholson@lpdo.org by the term deadline. If your application is considered for an internship, you will be contacted for an interview.

LUBBOCK PRIVATE DEFENDERS OFFICE

1401 Crickets Ave Lubbock, TX 79401

Internship Application Form

Personal Information

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment / Unit #

City

State

Zip Code

Phone:

Email:

Academic Information

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

Internship Terms Fall: Spring: Summer: Other:

Months Available:

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

Hours Available:

Day	Hours
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

1. Community/professional organizations, honors and awards:

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

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

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

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** _____