Student Internship Opportunity

County of Santa Clara
County Executive’s Office – Office of Reentry Services
Reentry Services Intern - Job Description

The County Executive’s Office – Reentry Services is soliciting intern applications from individuals interested in working in adult reentry and criminal justice systems. The Office of Reentry Services is working to implement a 5-Year Adult Reentry Strategic Plan to reduce recidivism through effective cross-system integration with health and human services and the criminal justice systems.

This is an exciting position which combines policy advocacy, research, and data management with Santa Clara County’s criminal justice systems. The position is a good learning opportunity for any student thinking about a career in law, government, or public policy. All are welcome to apply.

Background

In 2011, the Santa Clara County Board of Supervisors established a cross-system reentry network to develop and implement an adult reentry plan. The Santa Clara County Reentry Network identifies comprehensive reentry and recidivism reduction strategies to enhance existing efforts, streamline processes to link inmates to effective in-custody and community-based programming, identifies cost-saving methods, and prepares Santa Clara County (SCC) for the realignment of parolees and low-level prisoners under Assembly Bill 109, the Public Safety Realignment Act of 2011. The enactment of Assembly Bill 109 shifted state prisoners to counties where they will serve their jail sentence.

The Reentry Network is led by a 20-member governance team, which is responsible for the vision, direction, and accountability of the group. Network membership is open to individuals and organizations providing reentry services or with interest in supporting the reentry efforts in SCC. Network members provide expertise, operations support, and guidance to the Governance Team.

The Strategic Planning Team recommended the formation of five collaborative workgroups with the purpose of compiling and analyzing data on reentry needs, identifying the highest need population within the county, and recommending pilot projects to enhance the existing reentry services. The workgroups are based on the following needs domains: Education, Employment, Family Reunification & Support, Health & Well-Being and Housing.

From January to March 2013, over 90 County employees, community-based providers, and formerly incarcerated individuals assisted the CEO in developing an implementation plan for Year 1 based on the goals and objectives established in the Five-Year Adult Reentry Strategic Plan. The Reentry Policy Coordinator is seeking an intern to assist in the following main areas of research, policy, and data management:
• Research best practices and policy in adult reentry.
• Track state legislation on reentry policies and public safety realignment.
• Support data monitoring and evaluation of Public Safety Realignment programs and services.
• Provide clerical support to the Reentry Oversight Council and five workgroups.

**Duration of Internship:** Approximately 5-8 hours per week, with flexibility
**Dates:** January – June 2014

**Duties and Responsibilities**

Under the direct supervision of the Reentry Policy Coordinator, the Reentry Services Intern will:

- Develop an inventory of best practices, policies and resources in adult reentry;
- Create a matrix to track state legislation on reentry policies and public safety realignment;
- Support in data entry, data cleaning and verification of reporting systems;
- Assist in using data sources to identify/generate communication of results, lessons learned and best practices to internal and external stakeholders.
- Any other related tasks and responsibilities that may be required of the Intern.

**Competencies**

- Strong research skills;
- Strong organizational skills;
- Strong written and verbal communication skills;
- Excellent interpersonal skills; and
- Experience working collaboratively in a team structure

**Required Skills and Experience**

**Eligibility:**

- Be a U.S. citizen, lawful permanent resident alien, or a non-citizen with proof of eligibility to work in the United States.
- Be enrolled in an accredited institution or a school licensed by a state agency or have graduated from such an institution or school within the last six months
- Have an overall grade point average of at least 2.5 on a four-point scale

**Experience:**

- Excellent skills in Microsoft applications
- Computer literate in other standard software applications

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