

# Student Internship Opportunity

**County of Santa Clara  
County Executive's Office - Office of Reentry Services  
Reentry Services Intern - 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 (ORS) is working to implement its second 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

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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 multi-disciplinary 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 Office of Reentry Services oversees a one-stop-shop Reentry Resource Center that houses many County partners and community-based organizations. This model allows clients to visit the center after being released from custody and tackle many objectives at once. The center focuses on service/resource linkage and offers a variety of in-house services as well. The internship takes place at this facility and offers interns the chance to work with the justice population and multiple County agencies. This opportunity is designed for those with an interest in justice-based careers, especially those who are interested in working with individuals recently released from custody.

Those who intern with ORS work with reentry clients and County staff on a variety of tasks.

## Typical Duties and Responsibilities

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- Research best practices and policy in adult reentry
- Track state legislation on reentry policies and public safety realignment
- Additional ad-hoc projects such as updating resource information
- Assist staff in registering and routing reentry clients to service providers

**Duration of Internship:** 120 hours for the semester (10-12 hours per week)

**Dates:** Offered each academic semester – space is limited

## Competencies

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- 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

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### 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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