

Orleans Public Defenders

Client Services Intensive Internship 2022

June 1-July 29, 2022

The Client Services Summer Internship is an intensive position requiring a significant time commitment, but with an increased opportunity for client advocacy.

Client Services Interns perform initial intake for clients with OPD, including but not limited to intake interviews, bond calls, preparing case files, case assignments, conflict analysis, and documentation of client information for each case in a personalized intake memo. In addition to intake responsibilities, Client Services Interns provide a wide range of support services that involve frequent jail visits, conversations with family and friends of clients, and coordinating with other governmental agencies to ensure that clients are receiving the best possible treatment and services available. Broadly speaking, Client Services Interns will assist the Client Services Division in providing medical advocacy, social service provider screenings, re-entry assistance, and custody advocacy in jail.

Applicants should be flexible, highly-motivated, and display an experience with or interest in serving marginalized populations. Applicants must be willing to commit to a minimum of 45 hours per week for 10 weeks, 8 weeks on-site. Ability to use and understand basic computer functions is a must. Tech savvy, fluency in Spanish or Vietnamese, and familiarity with New Orleans are a plus.

NOTES:

- Interns will work on more than one project and will have the chance to help with overflow from other divisions.
- Scholars in this position will be able to contribute significant work to very real issues involving real people. This is a position for someone who wants to dig deeply into difficult issues to learn and serve.
- Talk to Vicki. Read previous scholars' reports online. This is an extremely emotionally taxing position. Do not apply if you're unsure of your ability to manage.
- This position requires long hours and will take creative planning in terms of transportation. One person should have a car for safest and most efficient travel.