



### **Description of Organization**

Community Corrections under the Department of Public Safety is responsible for the supervision of all adult offenders on probation, parole or post-release parole supervision and offenders who transfer to North Carolina from other states. Our mission is *"to protect the safety of citizens in our communities throughout the state by providing viable alternatives and meaningful supervision to offenders placed in our custody. Our primary goal is to accomplish our mission by reaching an equal balance of control and treatment for offenders that will positively affect their behavior and lifestyle patterns."*

### **Internship Description**

The Community Corrections Intern will have opportunities to experience each of the following:

- Observe and assist with adult offender supervision in North Carolina; accompany Probation/Parole Officers during home visits;
- Assist with offender office appointments to include verifying employment, conducting criminal record checks and completing assessments;
- Assist with the preparation of violation reports, Orders for Arrest and modification orders; assist with compiling reports on offender activity, court intake process;
- Attend probation violation hearings in both district and superior court, observe and participate in discussion and review of cases between the assigned Probation/Parole Officer and the Chief Probation/Parole Officer;
- Assist Probation/Parole Officer with daily management of administrative duties and correspondence;
- Assist the Chief Probation/Parole Officer with any special assignments and will work with Office Assistants, Judicial Service Coordinators and other district staff to observe their jobs and functions; and
- Observe and assist with conducting investigations.

### **Position Qualifications**

For consideration, you must have a junior or senior level standing at an accredited college with a major in Criminal Justice, Correctional Services, Psychology, Social Work or other Human Services major and have at least a 2.5 GPA; or be pursuing a graduate degree in Criminal Justice and be in good standing with your accredited university.

### **Department of Public Safety, Community Corrections is an Equal Employment Opportunity Employer**

Community Corrections will provide equal employment opportunity to all applicants for the internship program without regard to race, religion, color, creed, national origin, sex, age, disability, political affiliation/influence or sexual orientation. All selection decisions shall be based solely on job-related criteria and comply with all federal and state employment laws, regulations and policies and will be consistently applied to promote fairness, diversity and integrity.

Interns participating in the Internship Program shall be treated as volunteers. As such, an Intern will not be eligible for salary, wages, or employment-related benefits, including, but not limited to, workers' compensation benefits or unemployment compensation benefits.

Intern application: <https://www.governmentjobs.com/careers/northcarolina?keywords=intern>

**Along with your application, please include:**

- **A letter of recommendation from your advisor at your school**
- **One character reference letter**

For more information, contact  
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<http://www.ncdps.gov/>