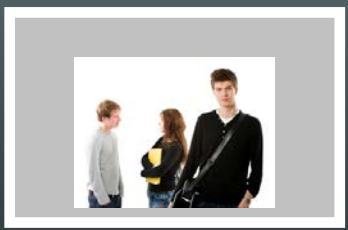
Harris County Juvenile Probation Internship

Dear Prospective Intern:

Thank you for your interest in an internship with the Harris County Juvenile Probation Department (HCJPD). To qualify for an internship you must be 21 years of age, enrolled in an accredited university, pass a criminal background check, and be subject to a fingerprinting background check. ***The internship must be done for class credit, for no less than 150 hours or the amount required by your university – whichever is greater.***



The deadlines for applications are as follows:

2016 Fall Semester Deadline: ***July 22, 2016***

2017 Spring Semester Deadline: ***December 9, 2016***

2017 Summer Session Deadline: ***April 28, 2017***

A completed application must be received including top 3 placement sites desired, days and times you plan to commit to completing internship hours and a criminal background check form must be submitted. We must also receive a letter from your internship advisor/professor informing us that the internship is for class credit, the minimum number of hours required, and the advisor's complete contact information. Additionally, you will be asked to go through an interview/screening process. Once the paperwork is received and you have cleared the criminal background check, you will receive an email with an interview date, time and location. If accepted as an intern, you will be given the information for fingerprinting and the mandatory orientation/training. **Please also note that space is limited. No applications will be accepted after the deadline**.

All of these steps must be completed before a student can be accepted in the program and begin interning with HCJPD. The fingerprinting process can take up to 2-3 weeks; therefore, please pay close attention to the deadlines and do not wait until the last minute.

If you have any other questions, please send me an email at:

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1200 Congress
Houston, TX 77002
Fax: (713) 437-4216
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Harris County Juvenile Probation Department

Internship Description

Position: University Intern (Non-paid position)

Supervisor: Harris County Juvenile Probation Department Staff

Responsibilities and Duties:

- The student will become familiar and knowledgeable with the function, organizational structure, policies and procedures of the Harris County Juvenile Probation Department.
- The student will become knowledgeable of juvenile law and the Texas Family Code.
- Duties performed may include but are not limited to interviewing, treatment planning, assessments, crisis counseling, report writing, case management, information referrals, telephone contact with youth and their families, detention hearings, school follow-up, case studies and documentation.

Qualifications:
Must be 21 years of age.
Must be enrolled in a university class that requires an internship for class credit
Must obtain professor/advisor approval for the internship
Must agree to and pass a criminal background check and fingerprinting process.
Must be willing to work with troubled youth.
Must have good communication skills.
Must be willing to participate in monthly trainings.
Must be willing to make a formal presentation to the executive team of the Harris County Juvenile Probation Department at the end of the internship.
Must have reliable transportation.

Time Commitment: Term of Internship

Benefits:
Acquire practical knowledge of juvenile justice practices and programs.
Orientation along with monthly skills trainings and workshops

Note: Interning with HCJPD does not guarantee employment with HCJPD.