



## Internship Opportunities

**Organizational Background:** LCA is a community-based criminal justice organization that has been providing alternatives to the correctional system for over 20 years. LCA offers a continuum of programs which are tailored to the risks and needs of voluntary, pre-trial, and sentenced individuals. We are California's leading provider of electronic monitoring, combining the most trusted and proven technology in the market, with individualized case management and custom reporting.

**Objective:** To obtain an understanding of alternative sentencing programs servicing the community and the judicial system.

**Internship Description:** Tasks may include, but are not limited to: supporting case managers; supporting court and attorney relations; determining eligibility of clients; reviewing client reports; conducting client file audits; maintaining and updating client handouts and materials; attending staff trainings and meetings; performing data entry; performing research projects; performing administrative duties (answering phone calls, assembling and mailing information, faxing, copying, emailing documents, filing); and various other tasks.

**Skill Development:**

- Effective client interaction.
- Verbal and written communication.
- Database entry and general office skills.
- Marketing.
- Teamwork and leadership.

**What You Can Expect to Achieve:**

- Awareness of alternative criminal justice programs and the benefits to the individual, the community, and the criminal justice system.
- Understanding of case management responsibilities.
- Experience interacting with lawyers, the criminal justice system, and clients.
- Knowledge of different electronic monitoring devices and how each works.
- Skills to determine the eligibility and the appropriate program for each client.
- Ability to administer a drug test and breathalyzer.
- Understanding of how criminal sentences can be served through alternative programs.

**Desired Qualifications:**

- Must be currently enrolled as a second semester junior, senior, or graduate student.
- Strong written and verbal communication skills.
- Interest in working independently in a fast pace environment.
- Computer literate
- General office skills (phone/fax/copy).

**Internships are available in San Francisco, San Jose and Walnut Creek.**

For more information please contact Julio Cazares in our San Francisco Office at (415) 546-0603.