

Ready4Work-Hillsborough (R4W-H) Academic Internship Description

Purpose: To describe the requirements and expectations for those pursuing an internship opportunity with Ready4Work-Hillsborough.

Applicability: The internship is designed to enhance the skills and knowledge of those pursuing careers in Social Work, Behavioral Science, Psychology, Sociology, Criminal Justice, Criminology and other related fields.

Background: Ready4Work-Hillsborough is a nationally recognized, year-long program that assists formerly incarcerated persons with re-entry into the community and workforce, and effectively leads those individuals toward a productive life. R4W-H takes a holistic approach to implementing services to its clientele, including providing a 6-week professional development training course, case management services, employment coaching and placement, transitional housing, transportation, clothing, food, and other services. R4W-H operates under the parent organization of Abe Brown Ministries, which is a registered nonprofit organization founded with the purpose of giving incarcerated people positive pathways to achieve productive and fulfilling lives. The mission of ABM is to break cycles of incarceration by helping renew the minds of incarcerated and formerly incarcerated citizens, motivating them to change their behaviors and achieve purposeful lives. Outside of the R4W-H program, ABM operates its prison crusades, which offers spiritual renewal and motivation to currently incarcerated persons; its Food for Life Pantry, which provides food to the community in need; its Family Reunification Program, which reunifies families affected by incarceration; and its Transitional Living Program, which is a faith-based housing program for male R4W-H clients.

Who We Serve: Ready4Work-Hillsborough clients must meet the following eligibility criteria to enroll for services: be at least 18 years old, have been released from a Florida Department of Corrections institution within the past 3 years or currently be on community supervision, have no habitual history of violent offences, have no history of sexual offences, be drug free, and reside in Hillsborough, Pasco, Pinellas or Polk counties.

Opportunities: As an intern of Ready4Work-Hillsborough, you will have the opportunity to observe day-to-day functions of each department of the program, learn the processes of these functions, and ultimately, have the opportunity to do the functions.

- **Client Intake:** The first point of contact for prospective clients interested in enrolling into Ready4Work-Hillsborough. An intern will have the opportunity to shadow and assist with an Intake Specialist's day-to-day functions, including:
 - Assist with the intake process, including issuance of intake questionnaires and risk assessments to interested applicants, completion of background checks, and completion of staffing interviews.
 - Shadow and assist with answering phone, email, and mail inquiries from interested applicants and individuals within the community
 - Shadow and assist with inputting documentation in the ETO data system.
 - Attend presentations at local probation offices and community events for client recruitment.
 - Conduct monthly arrest and warrant checks on all active clients.
 - Assist with the Ready4Work-Hillsborough monthly newsletter process.
 - Assist with the facilitation of Orientation with eligible applicants.
 - Assist with the program enrollment process each week.
 - Assist with the facilitation of drug screens for program enrollment.

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- **Case Management:** The main point of contact for clients during their year-long enrollment in Ready4Work-Hillsborough. Case managers provide or facilitate all direct services to clients during their enrollment. An intern will have the opportunity to shadow and assist with a Case Manager's day-to-day functions, including:
 - Shadow the completion of a Plan of Care, Needs Assessment, and Symptoms Checklist on new enrollees, and have an opportunity to complete one yourself.
 - Shadow the communications between Case Managers and clients, service providers, and community partners.
 - Shadow and assist with inputting case notes and necessary documentation into the ETO data software.
 - Shadow the facilitation of Bio-Psycho-Social Assessments with a Licensed Clinical Social Worker and Substance Use Assessments with a substance use professional on clients.
 - Assist with the purchase of hygiene items, clothing, and employment equipment for clients.
 - Shadow case manager on off-site functions related to clients.
 - Shadow and assist with the client dismissal process.

- **Professional Development:** The first six weeks of the Ready4Work-Hillsborough Program, providing clients with necessary employment skills and life skills. An intern will have the opportunity to shadow and assist the Professional Development Instructor and Career Coach Instructor's day to day functions, including:
 - Shadow the facilitation of daily class sessions, including specialized workshops such as a DCF Certified Parenting Course and Substance Use Education provided to clients.
 - Opportunity to lead instruction on a topic of choice in class.
 - Attend a volunteer outing alongside clients and staff at one of our community partner locations.
 - Interact with and assist clients directly as they navigate the completion of their required coursework (deliverables).
 - Assist with the completion of mock interviews with clients.

- **Employment Services:** The main point of contact for clients regarding all of their employment needs and aspirations. An intern will have the opportunity to shadow and assist the Career Coach and Business Development Manager with their day-to-day functions, including:
 - Shadow the communications between the Career Coach/Business Development Manager and clients, community partners, and partnering employers.
 - Shadow and assist with the completion of client resumes, employment profiles, interest inventory assessments, and employment forecasts.
 - Shadow the Ready Client List evaluation process and meetings between Career Coach and clients.
 - Shadow and assist with inputting employment service notes and documentation into the ETO data system.
 - Attend meetings and presentations with Business Development Manager for client and partner employer recruitment.

- **Other Opportunities:**
 - Attend Ready4Work-Hillsborough weekly staff meetings.
 - Shadow the Transitional Living Program Coordinator on their day-to-day functions.

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- o Shadow the communications between the Family Reunification Coordinator and clients, community partners, and service providers.
- o Shadow the weekly video visitations between children and their incarcerated parent, monitored by Family Reunification Coordinator and Licensed Clinical Social Worker.
- o Shadow the communications between the Resource Specialist and service providers.
- o Assist with the Food for Life Pantry bi-monthly distribution.
- o Shadow the Clothing Closet Coordinator with clothing closet maintenance and clothing distribution.
- o Attend an Abe Brown Ministries board meeting.

Periods of Internships Available:

- Fall Internships: August to December (16 weeks)
- Spring Internships: January to May (16 weeks)
- Summer Internships: June to July (8 weeks)