



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Intern (**Part-Time**)  
**DEPARTMENT.....:** Juvenile Detention Center  
**DIVISION.....:**  
**CLASSIFICATION/GRADE....:** Summer Intern  
**REVISED.....:** 03/2018  
**REPORTS TO.....:** Director/Assistant Director  
**REVIEWED.....:** 03/2018  
**WAGES.....:** Hourly

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### **\*\*\*PLEASE SUBMIT YOUR CURRENT TRANSCRIPT WITH APPLICATION \*\*\***

#### **SUMMARY:**

The Student Intern will assist the E & T Instructor in daily life-skill instruction for the juveniles housed in the facility.

#### **BASIC FUNCTIONS:**

1. Assist the E & T Supervisor with teaching daily life-skills for the Terrebonne Parish Juvenile Justice Complex,
2. Strictly adhere to policy and procedures of the Terrebonne Parish Juvenile Justice Complex
3. Shall assist in the library delivery system
4. Shall assist in tutoring of academic and life skill instruction
5. Shall provide counseling and guidance for the juveniles when deemed necessary under the supervision of social service License Professional Counselor.
6. The Student Intern shall clear a criminal background check conducted by the Louisiana State Police.

#### **OTHER REQUIREMENTS:**

1. Shall perform any duties not in this job description, but located within the policy and procedure manual and necessary for the efficient operation of the facility.
2. Must be computer literate with proficient knowledge in Word Perfect, Power Point, Microsoft Word and Excel spreadsheets.
3. Ability to maintain confidential information a must.

#### **EDUCATION/EXPERIENCE:**

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status** at community college or University in Criminal Justice, Political Science, Education, Business or any other related field of study **by May 2018.**