



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana Department of Correction		BU:
Division: Division of Youth Services	Section/District:	
Job Title: DOC Division of Youth Services Intern		Job Code: N/A
Working Title (if different from above):		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position will assist in the Division of Youth Services on projects assigned and will be located at the IDOC Central Office. The incumbent will be mentored and supervised by the Program Director E7. The incumbent will be given the opportunity to experience working with the students at the juvenile facilities in a correctional setting.

Essential Duties/Responsibilities:

The Division of Youth Services will begin implementing a new risk assessment called the Indiana Youth Assessment System (IYAS) in January. This position will assist in developing an evaluation tool to ensure that the delivery of this assessment is being conducted according to policy within the division.

Job Requirements:

Posses strong verbal and written communication skills, ability to work in a culturally diversified environment, ability to adhere to dress codes and grooming standards, ability to abide by the Department's Standard of Conduct and all behavior expectations, ability to pass a limited background check and posses positive role model traits.

Supervisory Responsibilities/Direct Reports:

There will be no supervisory responsibilities.

Difficulty of Work:

The incumbent makes choices and takes actions in performing standard and non-standard tasks and operations.

Responsibility:

The incumbent makes choices and takes actions in performing a variety of assignments. The tasks require analysis and judgement in order to determine the proper procedure. Minimal supervision is required and work is checked upon completion.

Personal Work Relationships:

The incumbent will work at DOC Central Office and will have contact with facility personnel as well as some outside agencies.

Physical Effort:

The incumbent works in an office environment with limited bending, stooping, kneeling and crouching. The incumbent may be asked to lift up to 20lbs occasionally.

Working Conditions:

The incumbent works in an office environment the majority of the time, however may be required to travel to any of the Department's Juvenile Facilities.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana Dept. of Correction		BU: 00615
Division: Chief of Staff Division	Section/District:	
Job Title: DOC Strategic Plan Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Deputy Chief/Strategic Planner		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 5/16/11

Purpose of Position/Summary:

The Governor's Summer Intern will work on several projects within the Dept. of Correction-Chief of Staff Division which involves assisting in the managing of the Agency's 2010-2013 Strategic Plan which is the first of its design in the Agency's history. The intern will assist the Strategic Planner including but not limited to; monitoring and guiding the Responsible Parties to ensure they are on task with each objective and are reporting appropriately via sharepoint; assisting the Regional Strategic Managers and Strategic Teams in their duties and coordinating special Strategic Planning events.

Essential Duties/Responsibilities:

- Exceptional verbal and written communication skills and interpersonal skills are a must
- Developing reports and data requests submitted on time and with accuracy
- Coordinating Strategic Planning Events
- Promoting the Strategic Plan
- Designing and distributing Strategic Plan newsletters
- Monitoring each Responsible Party's submissions and updates to the sharepoint site
- Other duties as assigned

Job Requirements:

Candidate must be currently enrolled, degree seeking student in Marketing, Communication, Public Relations, Business Management, or a related discipline. This is an unpaid internship. College credit may be available depending on the requirements of your college or university.

- Must be well organized and have the ability to handle multiple projects at once
- Comfortable responding to or reach out to various departments within the Agency
- Strong computer skills (Microsoft Office, experience with design software a plus)
- Must be able to develop new innovative ways to promote, educate and communicate the agency's Strategic Plan
- Must be able to work well with people with a wide diversity of demographic and cultural characteristics
- Must flourish in an environment that is highly confidential

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Intern utilizes a variety of outlets to assist the Agency in communicating information to departments, divisions, and facilities to work toward common strategic goals. The intern will need to have the ability to work with staff and stakeholders, employing tact and diplomacy. Must have the ability to prepare accurate error-free reports and correspondence.

Responsibility:

Intern works under the supervision of the Deputy Chief/Strategic Planner. Recommendations and decisions formulated by the intern can have a significant impact within the assigned agency and across

the state. Intern must remain cognizant of the potential impact of decisions/recommendations on the State Personnel Department's and agency's mission and philosophy, as well as any precedent that may be set.

Personal Work Relationships:

Works with Department of Correction staff and assigned management, appointing authority, department heads, outside agency officials and the general public to gain support.

Physical Effort:

N/A

Working Conditions:

Office Setting