

## **County of Orange**

333 W. Santa Ana Blvd.

Santa Ana, CA 92701

[www.ocgov.com](http://www.ocgov.com)

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### **COMPANY DESCRIPTION**

The Court orders approximately 14,000 defendants to alcohol treatment programs each year. The Orange County Health Care Agency provides referral services through the Alcohol Liaison Office (ALO) for alcohol programs and provides the Court with a notice of enrollment, progress and completion. The ALO also provide authorized drug diversion program information to defendants. ALO staff keep records and statistical information for service tracking. Staff utilize technology to communicate with providers, and they enter and obtain information into/from the agency's electronic records.

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### **DUTIES & RESPONSIBILITIES**

ALO interns assist ALO staff with the following duties and assignments

- Direct referral service to defendants ordered to attend and complete a drinking driver program.
- Provide written status updates to the court.
- Provide victim impact panel information for court ordered attendance and subsequent confirmation of attendance to the court.
- Provide defendant information and a contact list for drug diversion programs when ordered by the court.
- Collaborate with court staff on an ongoing basis to confirm the status of defendants in alcohol programs.

Interns will be expected to interact with court personnel, attorneys, defendants, community providers and their peers in a professional manner. ALO interns will have an opportunity to attend court proceedings to familiarize themselves with the legal system and current substance use services and programs. Interns will have opportunity to accompany evaluation staff to perform audits of approved DUI and other Court program services to ensure compliance with the State's standards and County guidelines.

ALO staff and interns do not provide counseling, case management or other direct services.

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### **QUALIFICATIONS & REQUIREMENTS**

Educational Requirements:

The internship is best suited for junior- or senior-level college students, graduate students or recent graduates with an interest in pursuing a career in criminal justice, sociology, human services, public health or related fields.

Desired qualifications for ALO interns include:

- Ability to provide customer service to the public in a high-volume, high stress environment
- Excellent independent judgment, accuracy, and written and oral communication skills
- Experience with technology and office software
- Ability to work independently and in a team environment

- Ability to perform complex assignments involving analysis of information from various sources and understanding of policies and procedures
- Ability to quickly and accurately research data and information to answer questions and provide detailed explanations to the public and other staff
- Ability to compile data and submit statistical reports
- Ability to travel occasionally to various sites within Orange County
- Bilingual Spanish-language skills are desirable, but not required
- Knowledge/awareness of substance use programs and confidentiality laws.

### **TIME COMMITMENT**

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These are the requested periods of time by the employer

- 12 hours per week for 6 months

### **HOW TO APPLY & DEADLINE**

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Please email a resume, cover letter and unofficial transcript to [Jane.Dawson@ocgov.com](mailto:Jane.Dawson@ocgov.com). The cover letter is an opportunity for students/recent graduates to describe career and academic goals, to elaborate upon personal and academic accomplishments, to share areas of interest that relate to the internship and to identify what type of internship experience they are seeking. Please include GPA, preferred start and end dates for the internship, number of hours that can be scheduled on a weekly basis and days/timeframes available to schedule internship hours.

Please let us know whether or not you will receive academic credit through your college/university for the internship. We do not require that applicants receive academic credit.

### **CONTACT INFORMATION**

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For More information please contact Jane Dawson, Manager of Intern Resources at 714-834-7440 or [jane.dawson@ocgov.com](mailto:jane.dawson@ocgov.com). You can also visit their website at [www.ocgov.com](http://www.ocgov.com)