

MASSACHUSETTS
DEPARTMENT OF CORRECTION

INTERNSHIP TRACKS
SPRING 2024



| Track # | Track Title: | Division/ Institution | Track Location | Track Summary |
|---------|--|--------------------------------------|-------------------|---|
| 4 | Secure Adjustment Unit (SAU) | MCI-Concord | Concord, MA | Attend multidisciplinary team meetings, engage 1:1 session with incarcerated individuals, facilitate special events, complete program plan documents, shadow classification boards and assist with the incentive program. |
| 31 | Recruitment & Outreach | Recruitment Department | Milford, MA | Assist with recruitment and outreach. Conduct research and assist with projects. |
| 55 | Criminal Justice Department of Correction Recruit Training | Division of Staff Development | Milford, MA | Assist with daily logistics, shadow, and observe Drill Instructors, gather data as needed, and assist with the training in-service. |
| 2 | Treatment | Souza Baranowski Correctional Center | Shirley, MA | Assist with Housing Risk reviews; orientation; therapeutic supervision; overviews of backgrounds; shadowing wedding procedures and other related tasks. |
| 81 | Program Services | Milford Headquarters | Milford, MA | Assist with completing a comprehensive review of the Department's religious services books and DVD's & report finds at weekly team meetings. Attend weekly onsite visits with the team. Special projects as assigned. |
| 63 | Victim Services | Victim Services Unit | Milford, MA | Assist in Notification and Support Services for victims of incarcerated individuals within MA DOC. |
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Department Of Correction
Official Title: Student Intern

Position Type: Paid Internship

Posting ID #: 2

Salary: \$20 per hour

Internship Information

Number of Vacancies:1

**Location: Souza-Baranowski
Correctional Center, 1
Harvard Rd., Shirley, MA
01464**

Internship Track: Treatment

**Hours/Schedule: 9-5:00pm
(Flexible)**

**Duration: 8 hours per week
Full Semester**

Position Description: Applicant will become versed in procedures related to the treatment and programming tracks of corrections and how it benefits both staff and the incarcerated individual population as it relates to the orderly running of the institution.

Responsibilities/Major Duties: Assist with Housing Risk reviews; orientation; therapeutic supervision; overviews of backgrounds; shadowing wedding procedures and other related tasks.

Preferred Qualifications: Proficient in Microsoft Work, excellent communication skills, self-motivated, understanding of the ability to maintain confidentiality.

How to apply:

Mail, Email or Scan the Internship Application to:

Marcella King
50 Maple Street, Milford, MA 01757
Marcella.King@doc.state.ma.us

For additional information or questions, please contact:

Marcella King at (508) 850-7843

Massachusetts Department of Correction Recruitment Website: <http://www.mass.gov/doc-recruitment>

An Equal Opportunity/Affirmative Action Employer.

Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.

Department Of Correction

Official Title: **Student Intern**

Position Type: **Paid Internship**

Posting ID #: **4**

Salary: **\$20 per hour**

INTERNSHIP INFORMATION

Number of Vacancies: **2**

Location: **965 Elm Street
Concord, MA 01742**

Internship Track: **Secure Adjustment Unit**

Hours/Schedule: **8-5:00pm
(Flexible)**

Duration: **8 hours per week
Full Semester**

Position Description: The mission of the MA Department of Correction Secure Adjustment Unit a highly structured unit that is not Restrictive Housing which provides access to cognitive behavioral treatment, education, programs, structured recreation, leisure time activities, and mental health services for those inmates assessed as needing a specific structured program intervention to support positive adjustment.

Responsibilities/Major Duties: Attend multidisciplinary team meetings, engage 1:1 session with incarcerated individuals, facilitate special events, complete program plan documents, shadow classification boards and assist with the incentive program

Preferred Qualifications: Proficient in Microsoft Work, excellent communication skills, self-motivated, understanding of the ability to maintain confidentiality, ability to work in a busy environment.

How to apply:

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Department Of Correction
Official Title: Student Intern

Position Type: Paid Internship

Posting ID #: 31

Salary: \$20 per hour

Internship Information

Number of Vacancies:1

Location:

**Milford Headquarters,
50 Maple Street, Milford,
MA01757**

Internship Track: Recruitment & Outreach

**Hours/Schedule: 9-5:00pm
(Flexible)**

**Duration: 8 hours per week
Full Semester**

Position Description: The mission of the MA Department of Correction Recruitment Department comprised of the Director of Recruitment, Recruitment Manager and Recruitment Specialist, which reports to the Division of Human Resources and whose function is to market, promote and recruit qualified candidates for all security and non-security positions within the Department of Correction. In addition, the Recruitment Department will analyze the requirements of an available position as well as conduct a formal vetting process including applicant screening, assessment, and information interview prior to making a referral to the hiring manager.

Responsibilities/Major Duties: Assist with recruitment and outreach. Conduct research and assist with projects.

Preferred Qualifications: Proficient in Microsoft Work, excellent communication skills, self-motivated, understanding of the ability to maintain confidentiality.

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Paid Internship**

Posting ID Number: **55**

Salary: **\$20 per hour**

Internship Information

Number of Vacancies: **1**

Location:

**Shirley Training Center
1 Harvard Road,
Shirley, MA**

Internship Track: **Criminal Justice
Department of Correction Recruit
Training.**

Hours/Schedule: **7am-3:00p.m
(Flexible)**

Duration: **8 hours per week
Full Semester**

Position Description: The student intern would be working with Recruit Training Staff members.

Responsibilities/Major Duties: Assist with daily logistics, shadow, and observe Drill Instructors, gather data as needed, help with the daily preparation of recruit classes.

Preferred Qualifications: Criminal Justice Major or Business Administration.

How to apply:

Mail, Email or Scan the Internship Application to:

Marcella King

50 Maple Street, Milford, MA 01757

Marcella.King@doc.state.ma.us

For additional information or questions, please contact:

Marcella King at (508) 850-7843

Massachusetts Department of Correction Recruitment Website: <http://www.mass.gov/doc-recruitment>

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **63**

Salary: **\$20 per hour**

INTERNSHIP INFORMATION

Number of Vacancies: **2**

Location: **Central Headquarters, 50 Maple Street, Milford 01757**

Internship Track: **Victim Services**

Hours/Schedule: **8-5:00pm (Flexible)**

Duration: **8 hours per week Full Semester**

Position Description: The mission of the MA Department of Correction Victim Services Unit is to support the victims/survivors of the offenders that are currently in DOC custody. This includes providing resources, advocacy, notifications, referrals, and supporting victims/survivors in the community with compassion and in a trauma informed manner. The work of the Victim Services Unit is in compliance with the Massachusetts Victim Rights Law.

Responsibilities/Major Duties: Assist Correction Program Office staff of Victim Services Unit in notifying and supporting victims/survivors in the community in compliance with the Massachusetts Victim Rights Law. This may include-drafting correspondence to notify victim/survivors of an offender's release, death, escape, lower security transfer and emergency escorted trip; completing projects as assigned; providing the Director of Victim Services assistance at internal and external trainings to various victim advocacy organizations and state agencies; assisting with statistics compilation.

Preferred Qualifications: Proficient in Microsoft Work, excellent communication skills, self-motivated, understanding of the ability to maintain confidentiality, ability to work in a busy environment.

How to apply:

Mail, Email or Scan the Internship Application to:

Marcella King
50 Maple Street, Milford, MA 01757
Marcella.King@doc.state.ma.us

For additional information or questions, please contact:

Marcella King at (508) 850-7843

Massachusetts Department of Correction Recruitment Website: <http://www.mass.gov/doc-recruitment>

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Department Of Correction**Official Title: Student Intern****Position Type: Paid Internship****Posting ID #: 81****Salary: \$20 per hour****Internship Information****Number of Vacancies:1****Location:**
Central Headquarters,
50 Maple Street
Milford, MA 01757**Internship Track:**
Program Services Division**Hours/Schedule: 8-5pm (Flexible)****Duration: 8 hours per week**
Full Semester

Position Description: The Massachusetts Department of Correction Program Services Division's mission is to promote public safety by facilitating effective program participation in preparation for successful reentry.

Responsibilities/Major Duties:

- Complete comprehensive review of the Department's religious services books and DVDs and report findings at weekly team meetings.
- Observe Spectrum Health Systems virtual programming and complete regular IMS enrollment audits
- Run various Assessment and Program Recommendation reports in IMS to help better manage the Case Plan.
- Attend weekly onsite visits with the team
- Assist with tablet surplus tracking and other tablet duties as assigned
- Update various documents and trackers for PSD, including but not limited to training material, religious order forms, and religious calendar.
- Special projects as assigned.

Preferred Qualifications: An individual who is motivated to learn and work collaboratively as a team.

How to apply:**Mail or scan the Internship Application to:**

Marcella King Recruitment Manager
Massachusetts Department of Correction
Division of Human Resources (DHR)
Recruitment Department
50 Maple Street 1st Floor
Milford, MA 01757

For additional information or questions, please contact:

Marcella King at (508) 850-7843 or email at Marcella.King@doc.state.ma.us

Agency Web Address: <http://www.mass.gov/doc-recruitment>