

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM
 INTERNSHIP DESCRIPTION FORM**

INTERNSHIP HOST INFORMATION	
State Department / Agency: MDCH	
Administration / Office: Crime Victim Services Commission	
Location of Internship: 1033 S. Washington Ave. Lansing, MI	
Intern Supervisor's Name(s): Janine Washburn	
Intern Supervisor's Title(s): Victim Compensation Program Specialist	
Intern Supervisor's Phone: 517-334-9182	Intern Supervisor's Email: washburnj@michigan.gov

APPROVAL	
Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (signature not required): James McCurtis Jr.

INTERNSHIP SCHEDULE	
Internship Time Period: Winter/Spring (Jan - Apr) - 2012	Internship Hours Requested Per Week: 15-40

PREFERRED EDUCATION		
Major / Minor: Criminology or Social Work		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications: – filing, resource management and problem solving		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION
Internship Title: Restitution Resource Intern
Intern Responsibilities / Projects: – Intern will review the current procedure for restitution recovery procedures, including the internal process, verbal/written communication and the procedure with courts. The intern will establish a new process or modify the current process including the development of a tracking system using Oracle and/or Word/Excel/Access to track the payment of restitution. In addition, the intern will make contacts and identify key personnel in each court, including a phone and e-mail list of restitution personnel/contacts. Job duties also include creating reports to track restitution activity.

APPLICATION PROCESS		
Submit: 1) internship application, 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.		
Administration	Coordinator	E-mail
Public Health	Stella Christian	ChristianS@michigan.gov
Behavioral Health & Developmental Disabilities	Jan Zwarka	ZwarkaJ@michigan.gov
Medical Services	Trena Larner	LarnerT@michigan.gov
Policy & Planning	Shelly Murrell	MurrellS@michigan.gov

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Operations	Nancy Houts	HoutsN@michigan.gov
Other	Shelly Murrell	MurrellS@michigan.gov

For more information about the Michigan Department of Community Health Internship Program,
Please visit: www.michigan.gov/mdch/careers -click on Internships