

2019 PROGRAM SPECIFICATION  
Premier Workforce Solutions

PROGRAM #: 650

STANDARD PROGRAM: Paid Student Intern

TARGET POP: Youth in Juvenile Detention

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YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

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UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: 7 days a week 24 hours per day

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

## PROGRAM DESCRIPTION:

Racine County will contract with Provider to provide contract staff and payrolling services for five (5) student interns. The basic function of the position will be to assist the Detention Center Superintendent with a variety of new initiatives aimed at improving the programming for youth detained in the facility. The interns will not perform any duties of a Detention Worker, but will be required to comply with all policies and procedures relative security and safety of both juveniles and staff in the Center.

### Possible Duties

- Set up and organize a library that will be used by youth when authorized by the superintendent
- Assist with Educational Classes provided in the Center by the Racine Unified School District
- Assist with recreational programming with in the Center
- Mentor youth during their daily activities
- Perform other related tasks as authorized by the Superintendent

### Supervision Received

Interns receive supervision from Detention Center Superintendent.

### Qualifications

- Junior or Senior Status at the University of Wisconsin Parkside
- Recommended by staff of the UWP Criminal Justice Program
- Pass both a criminal background check and a UA
- Some youth programming experience or an interest in working with youth
- Good written and oral communication skills
- Ability to serve as a positive role model for juveniles
- Ability to establish positive relationships with youth, Detention Center Staff, and other professionals that they may have contact with in the Center.
- Must understand and comply with all Detention safety and security policies and procedures

## EVALUATION OUTCOMES:

1. Interns will be identified and recruited within 1 month of the anticipated start date.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.