**OFFICE OF THE PUBLIC DEFENDER, ALLEGAN VAN BUREN COUNTIES**

**About the Office:**

The Office of the Public Defender was established in April of 2019 with the appointment of Director and Chief Public Defender, Chad D. Catalino. It is comprised of both the Assistant Public Defenders as well as a roster of defense attorneys who are committed to the goals and standards set forth by the Michigan Indigent Defense Commission.

We practice a holistic defense model in this office, utilizing an interdisciplinary partnership of professionals to address not only a client's pressing legal issues, but also social support needs. We strive to uphold the ideals of client-centered representation as defined by the Bronx Public Defenders, in which a client is not being defined by his or her case but by the needs he or she identifies.

**Location:**

3255 122nd Ave., Ste. 103, Allegan, MI 49010

**Fellowship Salary:**

1. *Law Student Salary:* $25/hr for 32/hrs/week for 10 weeks = 320 total hours = $8,000.
2. *Social Worker Salary:* $22/hr for 32/hrs/week for 10 weeks = 320 total hours = $7,040.

**Fellowship Housing Stipend:**

1. *Law Student Housing Stipend:* $2,000 per month, for May, June, and July = $6,000.
2. *Social Worker Housing Stipend:* $2,000 per month, for May, June, and July = $6,000.

(This is based on an Air B&B and / or VRBO average cost analysis for three (3) months in the Allegan, Kalamazoo, Grand Rapids, Holland area. These are the only viable short term housing solutions in our geographic area.) (OPD used the three (3) month analysis as the Fellow will need lead time to move in and move out and it is anticipated that three (3) full months will allow for that move in and move out time frames.)

****

**CALHOUN COUNTY**

**JOB TITLE:**  HOLISTIC DEFENSE STUDENT FELLOW

**DEPARTMENT:** PUBLIC DEFENDER

**STATUS:**  TEMPORARY NON-EXEMPT

**SALARY:** $27.23 Hourly (Graduate or Law Student)

$18.41 Hourly (Undergraduate Student)

Housing Stipend $3,500 if relocating

**ABOUT THE OFFICE:**

We are a county department that combines aggressive legal advocacy in the context of a Holistic Defense model. The office employs 21 full time attorneys along with legal support staff, investigators, and social workers.

**POSITION SUMMARY:**

The internship is designed to provide the student fellow with the opportunity to gain exposure and experience with the work we do at the Public Defender’s Office. Under the general direction of a Managing Attorney or Social Work Coordinator, the student fellow will be assigned a designated mentor and participate in an onboarding and training process. Student Fellows will engage in meaningful assignments that involve direct client contact and appearances in court where appropriate. Important goals of the internship will be the opportunity to build relationships and gain significant exposure the work we do within the broader legal and criminal justice system.

**QUALIFICATIONS:**

1. For Law Student Fellows, completion of the first full year of a law degree program offered by an American Bar Association approved law school. For Social Work student fellows, completion of the first full year of an accredited social work program, or enrollment in an MSW or PhD program.
2. Strong interpersonal skills and the ability to work with a diverse group of individuals.
3. Computer skills necessary to effectively utilize word processing, databases, spreadsheets, scanning and imaging, e-mail, and internet.
4. Effective organizational skills, communication skills, and general maturity are a must.
5. Professionalism and the ability to appropriately handle confidential information and sensitive situations is also essential.
6. A strong interest in public service and a holistic approach to criminal defense.

**LOCATION:**

Due to the intensive interpersonal nature of the fellowship program, remote work will be limited to special situations. The Public Defender’s Office is located at 190 E. Michigan Avenue, Battle Creek, MI 49014.

**GENESEE COUNTY OFFICE OF THE PUBLIC DEFENDER**

**LAW STUDENT INTERN**

**HOLISTIC DEFENSE FELLOWSHIP**

GENERAL STATEMENT OF DUTIES: Performs a variety of legal tasks in District and Circuit Courts as an intern in the Michigan Holistic Defense Fellowship, which includes legal research and writing, negotiations, and court appearances; Works collaboratively with mitigation specialists, social work interns, and attorneys to advocate for clients on assignments that require interdisciplinary thinking and holistic representation.

STATEMENT OF TASKS:

Reviews charging documents, police reports, and other discovery as provided by the prosecution;

Conducts, or assists staff in conducting, detailed client interviews;

Works closely with social service workers to identify and address client needs;

Conducts interviews with appropriate parties as required;

Engages in negotiation with opposing counsel;

Performs legal research and prepares briefs or recommendations to supervisors;

Drafts motions and other pleadings;

Appears on the record pursuant to court rules;

Performs related work as required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern principles and practices of law;

Knowledge and appreciation for the philosophy of holistic indigent defense;

Ability to analyze legal problems and present findings in an orderly manner;

Ability to become proficient in the practice of law;

Ability to communicate on a highly effective basis both orally and in writing;

Ability to maintain confidentiality with highly sensitive information;

Ability and desire to work with people of all social strata and the capacity to do so with tolerance, sympathy and objectivity;

Ability to appreciate the desires, needs and rights of others;

Competency in various computer programs;

Ability to work effectively in a team environment;

Ability to work independently collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

Law Student Intern

Holistic Defense Fellowship

Page 2

MINIMUM QUALIFICATIONS:

Must be enrolled in a law degree program at an accredited university, be in good academic standing, and must have completed at least two academic terms of the law degree program.

SPECIAL REQUIREMENTS:

Interns in the Michigan Holistic Defense Fellowship are required to perform a minimum of 320 hours of fieldwork over the course of 10 weeks. Interns are required to document their fieldwork through signed, detailed, contemporaneous time logs.

Position will pay $20.00 per hour.

**\*This position is pending approval by the Genesee County Board of Commissioners and Human Resources Director. Final language of this job description is subject to change.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Human Resources Director

Established:

Revised:

Revised:

**GENESEE COUNTY OFFICE OF THE PUBLIC DEFENDER**

**SOCIAL WORK INTERN**

**HOLISTIC DEFENSE FELLOWSHIP**

GENERAL STATEMENT OF DUTIES: Provides support for clients through client-centered representation as part of the Michigan Holistic Defense Fellowship. Works collaboratively with supervising mitigation specialist, law student intern, and attorneys to assess client needs, identify local resources for housing, substance abuse, mental health, employment and other services, and make appropriate referrals to those community resources. Draft reports and provide support for attorneys to advocate for reduced sentences and/or alternatives to incarceration.

STATEMENT OF TASKS:

Conducts, or assists staff in conducting, detailed client interviews;

Conducts interviews with appropriate parties as required;

Gathers client records, including family and medical history;

Writes case histories and/or casework studies;

Researches available community resources;

Prepares mitigation reports and sentencing memorandum for supervisor review;

Counsels clients on available community resources as directed;

Makes referrals to community agencies as required;

Serves as liaison with other agencies.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of current social, economic and health problems;

Knowledge of the philosophy and provisions underlying social service legislation of the State of Michigan;

Knowledge and appreciation for the philosophy of holistic indigent defense;

Ability to maintain confidentiality with highly sensitive information;

Ability and desire to work with people of all social strata and the capacity to do so with tolerance, sympathy and objectivity;

Ability to appreciate the desires, needs and rights of others;

Ability to understand and interpret regulations and laws;

Ability to present information both verbally and in writing;

Competency in various computer programs;

Strong research and analytical skills;

Ability to work effectively in a team environment;

Ability to work independently collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

Social Work Intern

Holistic Defense Fellowship

Page 2

MINIMUM QUALIFICATIONS:

Must be enrolled at an accredited university, be in good academic standing, and must have completed at least two academic terms of a Bachelor of Social Work or Master of Social Work program from an accredited university.

OR

Achieved a Master of Social Work or a doctorate in social work.

SPECIAL REQUIREMENTS:

Interns in the Michigan Holistic Defense Fellowship are required to perform a minimum of 320 hours of fieldwork over the course of 10 weeks. Interns are required to document their fieldwork through signed, detailed, contemporaneous time logs.

Position will pay $20.00 per hour.

**\*This position is pending approval by the Genesee County Board of Commissioners and Human Resources Director. Final language of this job description is subject to change.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Human Resources Director

Established:

Revised:

Revised:



**MACOMB COUNTY OFFICE OF PUBLIC DEFENDER**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Thomas J. Tomko**

**Macomb County Public Defender**

Macomb County Public Defender

**Location**

Students will generally be working in person at the office located at 22 Market St., Mt. Clemens, MI or at any one of the County’s 11 different courts located in various parts of Macomb County.

**About the Macomb County Public Defender’s Office**

The Macomb County Office of Public Defender represents indigent defendants charged with a wide variety of crimes, from misdemeanors to capital felonies. Attorneys in the office currently handle roughly half of all indigent capital cases (punishable by up to life in prison) in the County. The Office contracts with and manages private attorneys located in the county to assist with the remainder of the cases. The Office is also responsible for managing the indigent defense of the county operated District Courts (Romeo and New Baltimore) and 41A District Court Shelby Division (through Inter-Local Agreement). Attorneys work in a highly collaborative environment with the assistance of experts and investigators to zealously advance the interests of their clients, protect their constitutional rights, and provide a vigorous and meaningful defense striving for a fair trial.

**Work a Fellow May Do**

Students will work alongside attorneys directly with clients to develop needs and goals to holistically address client issues. Students will participate in all aspects of client representation including investigation, interviewing clients, researching issues, drafting of documents, court appearances and even advocacy on the record, if permitted.

**Preferred Qualifications and Requirements**

Students should have an interest in public defense and be interested in developing a holistic understanding of the legal system and its effects on clients.

Students must have initiative and be able to work independently.

**Pay**

The pay rate is $20.00/hour.

**Macomb County Office of Public Defender**

16 Market Street • Mount Clemens, MI 48043 • (586) 466-8311 • Email: publicdefender@macombgov.org

Website: publicdefender.macombgov.org

**Wexford Missaukee Holistic Defense Student Fellowship**

**JOB TITLE:**  HOLISTIC DEFENSE STUDENT FELLOW (2 positions)

**DEPARTMENT:** WEXFORD MISSAUKEE PUBLIC DEFENDER OFFICE

**STATUS:**  TEMPORARY

**SALARY: Law Student: $25/hr for 32 hours/week for 10 weeks = 320 hours at $8,000**

**Social Work Student: $22/hr for 32 hours/week for 10 weeks = 320**

**hours at $7,040**

**Housing Stipend $14,000 for each student fellow**

(This is based on an Air B&B and / or VRBO average cost analysis for three (3) months in the Wexford, Missaukee, or Grand Traverse area. These are the only viable short term housing solutions in our geographic area.) (OPD used the three (3) month analysis as the Fellow will need lead time to move in and move out and it is anticipated that three (3) full months will allow for that move in and move out time frames.)

**ABOUT THE OFFICE:**

We are a county department that combines aggressive legal advocacy in the context of a Holistic Defense model in Wexford and Missaukee counties. The office employs five full time attorneys along with legal support staff, an investigator, and a social worker.

**POSITION SUMMARY:**

The fellowship is designed to provide the student with the opportunity to gain exposure and experience with the work we do at the Public Defender’s Office. Under the general direction of the Chief Public Defender, the student fellows will be assigned a designated mentor and participate in an onboarding and training process. Students will engage in meaningful assignments, working alongside attorneys, and directly with clients to develop needs and goals to holistically address client issues. Students will participate in all aspects of client representation including investigation, interviewing clients, researching issues, drafting of documents, court appearances and even advocacy on the record, if permitted. The goals are to create the opportunity to build relationships and gain significant exposure to the work we do within the broader legal and criminal justice system.

**QUALIFICATIONS:**

1. For Law student fellows, completion of at least two academic terms of a law degree program offered by an American Bar Association approved law school. For Social Work student fellows, completion of at least two academic terms of a Bachelor of Social Work, MSW or doctoral program from an accredited university.
2. Strong interpersonal skills and the ability to work with a diverse group of individuals.
3. Computer skills necessary to effectively utilize word processing, databases, spreadsheets, scanning and imaging, e-mail, and internet.
4. Effective organizational skills, communication skills, and general maturity are a must.
5. Professionalism and the ability to appropriately handle confidential information and sensitive situations is also essential.
6. A strong interest in public service and a holistic approach to criminal defense.

**LOCATION:**

Due to the intensive interpersonal nature of the fellowship program, students will be working in person at the Public Defender’s office located at 419 North Lake Street, Cadillac, MI. Students will also be required to appear in courtrooms and jails in both Wexford and Missaukee counties.