Orleans Public Defender  
*New Orleans, LA*

**Mission Statement:**

**VISION**

The Orleans Public Defenders Office (OPD) exists to provide the citizens of Orleans Parish with the highest quality client-centered legal representation in Louisiana’s criminal and juvenile justice system. Our vision is to create a community-oriented defender office built upon the zealous defense of the poor and indigent while acknowledging the strengths of clients, families and communities. OPD acts to:

1. Protect the guarantees of the Louisiana and United States Constitutions and maintain adherence to the rule of law
2. Foster a more open and inclusive society by increasing access to and protection within the courts for the poor and indigent
3. Assist in the development and expansion of rehabilitation and alternative programs for clients and their families

**MISSION**

The mission of the Orleans Public Defenders Office is to provide each eligible client with client-centered legal representation of the highest quality – zealous, conscientious, caring, professional, ethical and skilled – whether in criminal, juvenile or municipal/traffic court.

**Internship Title:** Client Services Intensive

**On-site Supervisor/Co-educator:**
Chasity Barksdale  
Staff Attorney, volunteer coordinator
recruit@opdla.org
2601 Tulane Avenue, Suite 700
New Orleans, LA 70119
Tel: (504) 821-8101  Fax: (504) 821-5285

**Additional Contact:**
*Indicate if there is someone other than the mentor that the Shepherd Internship Program staff should contact.*

**Duties/Project Description:**

REV: July 2014
The Client Services Summer Internship is a more intensive position requiring a greater time commitment, but with an increased opportunity for client advocacy.

Client Services Interns perform initial intake for clients with OPD, including but not limited to intake interviews, bond calls, preparing case files, case assignments, conflict analysis, and documentation of client information for each case in a personalized intake memo. In addition to intake responsibilities, Client Services Interns provide a wide range of support services that involve frequent jail visits, conversations with family and friends of clients, and coordinating with other governmental agencies to ensure that clients are receiving the best possible treatment and services available. Broadly speaking, Client Services Interns will assist the Client Services Division in providing medical advocacy, social service provider screenings, re-entry assistance, and custody advocacy in jail.

**Qualifications:**
Applicants should be flexible, highly-motivated, and display an experience with or interest in serving marginalized populations. Ability to use and understand basic computer functions is a must. Tech savvy, fluency in Spanish or Vietnamese, and familiarity with New Orleans are a plus.

**Orientation Plan:**
Orientation to organization and department during the first week.

**Supervision/Mentor Schedule:**

**Non-English language requirement?** Spanish a plus

**Working Conditions:**
Office space will be provided

**Preparation:**
List books, articles, etc. the intern should read prior to the summer.

**Is the organizational accessible via public transportation?** YES

**Does the internship require use of personal vehicle?** No, but encouraged