Robert E. Ellsworth Correctional Facility

ADDRESS: 21425-A Spring Street
           Union Grove, WI 53182-9408
PHONE: 262-878-6000
FAX:

SUPERVISOR/CONTACT PERSON: Belinda A. Ernsting
DIRECT PHONE #: Belinda.Ernsting@wiscosin.gov
EMAIL:

CLIENT POPULATION SERVED:

DAYS AND HOURS AVAILABLE FOR STUDENT INTERNS TO WORK (INCLUDE WEEKEND AND EVENING HOURS IF AVAILABLE):

IS THERE A CREDENTIALED, ON-SITE SUPERVISOR AVAILABLE TO SUPERVISE SUBSTANCE ABUSE COUNSELOR – IN TRAINING (SAC-IT) STUDENTS? YES ☐ NO ☐

REQUIREMENTS FOR STUDENT INTERNSHIP PLACEMENT:

INTERNERSHIP JOB DESCRIPTION/EXPECTATIONS:

WEBSITE ADDRESS:

Updated: 1/29/15
Robert E. Ellsworth Correctional Center

Ms. Michelle Hoffman, Superintendent
21425-A Spring St.
Union Grove, WI 53182-9408

Phone: 262-878-6000
Fax: 292-878-6015

Map

Sending Money, Mail & Property

Visiting Information

Information on the Robert E. Ellsworth Correctional Center (REECC)
REECC is a minimum security center exclusively for females. REECC is located on more than 25 acres of land adjacent to the Southern Wisconsin Center for the Developmentally Disabled in the Township of Dover near Union Grove. Although the center is completely self-contained in a single building, there are three distinct housing units.

The pre-release housing unit houses 101 inmate that are eligible to participate in release programs in the community. The non-pre-release unit houses 232 inmates that are not yet qualified for release programs. A variety of in-house programs are provided for those inmates unable to participate in release programs. There is a 12 bed temporary lock-up unit which is utilized for inmates from REECC as well as Milwaukee Women’s Correctional Center.

At REECC staff strive to provide a safe and secure setting for the surrounding communities and those incarcerated in the center. REECC also works to prepare the inmates for reintegration into the community. Programs are offered to the inmates that will give them the skills to become productive members of society upon their release. Inmates are provided skills to allow them an alternative lifestyle to the one that caused their incarceration.
Intern Policy

Behavior:

I agree to use professional language at all times. 

I agree to dress in business casual clothing. I have read the dress code policy and understand the guidelines for appropriate dress at this facility.

Integrity:

I agree to be honest in my interactions. I will behave responsibly on the job. I will hold myself accountable for my behavior. I will be honest when I error. I will work toward a resolution while remaining professional. I will be receptive to feedback from the staff who mentor me.

Accountability:

I will show up on scheduled workdays, as well as arriving on time and putting in an honest effort while on the job. I will notify my identified Internship Mentor if I should be late on my scheduled workday, or if I have an appointment on a scheduled workday. I will also notify my Internship Mentor if I am ill or unable to come in to work on my scheduled workday. I understand that any more than five occurrences (call-ins) could result in a verbal and/or written warning.

Teamwork:

I understand that an important part of my internship is developing my ability to work well with others. I will practice assertive communication and respect the diversity of my work environment. I understand that I will communicate assertively to my Internship Mentor as concerns arise.

I will do this by setting aside any personal or even work-related differences so I am able to focus on my learning and expectations of this internship.
I also understand that I may be asked to do a variety of tasks as part of my internship on any given workday that includes shredding and filing paperwork, and sitting in on support groups. I understand these tasks provide me with a comprehensive understanding of the structure and responsibilities of the position. I will remain open-minded in accepting all tasks assigned to me by my Internship Mentor.

**Commitment:**

I understand that following the above ethical and behavior guidelines are an important indicator of my dedication to my position in this internship. I understand that although learning the skills of this position is important, it is also essential that I develop a strong work ethic and positive attitude toward the job can carry me a long way. I understand that adhering to the above policies will assist me in developing as a professional.

I have read these policies. I understand that this internship is my job and responsibility that I will treat with the same respect that would treat a regular paid position by following the above-stated policies. I understand that failure to follow this code of conduct could result in a written or verbal warning, and ultimately termination of my internship.

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