

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2026**

Organization Name: **PAD (Policing Alternatives and Diversion Initiative)**

Address: **566 Wells Street, Suite 1A Atlanta, GA 30312**

Phone: **470-819-4853**

Web site: www.atlantapad.org

Internship Supervisor: **Bec Cranford**

Supervisor's contact information includes e-mail. Bec@atlantapad.org
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Organization's Mission Statement: PAD is an alternative approach to community safety and wellness that engages in creative problem-solving to respond to community concerns and address people's human needs with dignity, patience, and care.

Summary of organization's primary programs and services:

PAD has five main programs, 1. Community Response 2. Care Navigation 3. Legal Navigation 4. Community Engagement 5. Mental Health Training

The cycle of arrest and incarceration does not address the actual issues people are struggling with. People in Atlanta who are in need of support are being arrested and jailed. Arresting and jailing people who are causing disturbances or harm as a result of substance use, mental health challenges, or survival activities doesn't serve our communities. Instead, it pushes people even further to the margins, away from the connections and resources that support recovery and wellness. Our communities continue to suffer from a lack of housing options and access to income, mental health services, medical care, and substance use recovery services. There is widespread agreement: we need a different approach if we want safer and healthier communities for all.

The Center for Diversion and Services provides law enforcement officers and first responders an immediate, 24/7 alternative to arresting people who have been detained for law violations driven by extreme poverty, unmet mental health needs, and substance use. The Diversion Center will include a range of services and resources to meet people's needs, including clothing, food, showers, case management, and legal assistance. Since 2017, PAD has provided pre-arrest diversion services to law enforcement. In 2018, PAD and partner agencies began working to establish a 24/7 resource center. PAD is a core operational partner in the new center, providing care navigation services to people who come through its doors.

Our Community Response teams respond to referral requests and engage with members of the community to assess their needs - whether that's a warm meal, clean clothes, or transportation to a shelter. Individuals with open and eligible legal cases in the City of Atlanta or Fulton County are provided with long-term case management, legal navigation, and housing support.

PAD accepts diversion referrals from Atlanta Police Department, MARTA, Emory, Georgia State, and Georgia Tech police officers who have probable cause to arrest an individual and identify that there is a need related to substance use, mental health, or extreme poverty. When a person has been detained by police and would otherwise be booked at the Atlanta City Detention Center or Fulton County jail, the officer can instead offer diversion and call PAD. If the person and PAD agree to work together, the officer leaves the scene and does not create a police report.

The Community Response team immediately completes an intake and works with the diverted individual to address basic needs and talk about what led to the interaction with law enforcement. From there, the participant is connected to a PAD Care Navigator and our team starts collaborating with criminal legal partner agencies to address outstanding legal concerns if they exist.

Mental Health Awareness Training and Harm Mitigation Training: PAD offers multiple trainings to the community, including Expanded Networks of Care, PAD Compassionate Response, is a free 2.5 hour training that addresses alternative responses to our neighbors in distress, offering scenario practice and nervous system regulation tactics for de-escalation, as well as a picture of the systems of emergency response in the Atlanta metro area.

The correlation of mental health symptoms and incarceration has been documented, as well as the persistent mental health crisis this country finds ourselves in, makes education, training and creative response more and more important. Rooted in community values PAD is building a library of resources to help first responders, agencies, care workers and communities to remain in touch with our compassion in order to offer harm mitigation and direct services that are aligned with our understanding of dignity and self-determination.

Our Legal Navigation Department works to reduce legal barriers for our participants. Services include court advocacy on behalf of participants, reentry-focused case management for individuals in custody, and ongoing communication with legal partners.

Our Post-Booking Project offers individuals who qualify for pre-arrest diversion an opportunity for diversion after arrest. Referrals are typically submitted by the Fulton County or City of Atlanta Public Defender's Office, Fulton County or City of Atlanta Solicitor's Office, or one of our partner agencies. After a referral is received, a team member meets with the individual in custody to complete a screening. If the individual meets eligibility criteria and consents to services, they are released to PAD and enrolled in case management services.

Intern's title: Legal Navigation and Mental Health Training intern

Number of interns requested: **1**

Internship project/job description: Student will be in person Monday-Thursday from 9-5 with an hour lunch break. Student will split time between three initiatives, including Legal Navigation, Housing Navigation, and Mental Health Training program, in addition they may spend time in the Living Room assisting participants with clothing or listening. For the Legal Navigation work, the student may be attending court with a participant as a representative, as well as participating in jail visits and additional duties including HR intakes. This will involve data entry, listening and interviewing skills as well as confidentiality.

For the Mental Health training component, the student will directly assist the MHAT trainer with preparation for trainings, coteaching, and follow up, as well as additional administrative duties.

For Housing Navigation, The student will learn the basics of HMIS, the VISPIDAT, and conduct interviews for those seeking housing in the city of Atlanta through PAD. In addition, the student will assist with additional administrative needs.

As Living Room Support, you play a crucial role in supporting our participants that visit our offices during normal business hours. Participants come seeking support from their assigned Care Navigators (CN), to pick up mail/packages delivered to them in care of PAD, support with obtaining basic need items such as clothing, a meal and/or food bag. Living room support also helps create a welcoming environment by engaging in warm conversations, preparing small snacks, and providing activities while in our living room space.

Responsibilities:

Sorting and Organizing: Assist in the sorting, categorization, and organization of food items to maintain a well-organized and easily accessible inventory.

Quality Control: Conduct regular checks on food items to ensure that they meet safety and quality standards, discarding any damaged or expired items promptly.

Support Participants: Engage in small conversations, assist with finding clothing in our clothing closet, prepare small meals and/or carryout food bags. Provide materials (puzzles, books, adult coloring activities) for participants while they are waiting for service.

Sort Mail: Work closely with Living Room Care Navigator to sort mail and have it organized for participants to retrieve daily.

Cleanliness and Sanitation: Maintain a clean and sanitary work environment in accordance with safety regulations, promoting a safe and healthy Living Room space.

Skills and Qualifications:

- Strong attention to detail and organizational skills.
- Ability to work in a fast-paced environment.
- Team player with excellent communication and interpersonal skills.

Qualifications: Students with lived experience or family experience with incarceration mental health illness, recovery, substance use, and homelessness are encouraged to apply. Students with a high communication skills should apply.

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?

Will the internship require that the student have a car? Students will not need a car.

Is placement site accessible by public transit or other transportation options? Public transit is available near the site. Students may have to walk 3/10th of a mile from a bus stop or 1 mile from the West End Station