



Probation & Parole Internship
Department of Community Justice
College to County Intern 2022

Pay Rate: \$15 per hour
Job Type: Temporary College Intern
Duration: Summer 2022
Hours: 30 - 40 hours a week
Telework: *Hybrid*

Physical Location: 1245 SE 122nd ave Portland OR 97233

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No

What Does Multnomah County Probation and Parole Do?

The Adult Services Division (ASD) promotes public safety and strives to reduce recidivism while supervising over 13,000 adult offenders sentenced to probation or released from custody on parole. Justice Involved Individuals (JII) are held accountable in a fair and just way through a balance of supervision, services, and sanctions designed to develop necessary skills for success while effectively using public resources. The Department works closely with community members, partners and staff and routinely evaluates the extent to which local policies support best practices.

[Link to the Website](#)

Internship Description:

The Multnomah County Department of Community Justice's Adult Services Division is seeking qualified candidates for a temporary paid internship position. This internship will be conducted with our East County Probation & Parole office, to include working with Probation/Parole officers, Corrections technicians and Administrative staff to effectively support adults on community supervision. Learning and project opportunities are in the following areas:



- Specific functions of an Adult Probation Officer, how the criminal justice system operates and the overall functioning of a criminal justice agency.
- Opportunity to learn aspects of Smart Supervision for young adults aged 15-25, including best practices for trauma informed care, brain development science and racial equity.
- Basic case management skills to include: Interviewing, violation investigations, chronologies, and appropriate referrals
- With appropriate safety precautions and permissions, interns may be allowed to accompany officers on home visits and/or court visits, meet and interact with court-related personnel (i.e., judges, defense attorneys, State's Attorneys and a variety of community resources.) All COVID related safety measures will be followed and safety equipment provided.
- Basics of some Evidence Based Practices, including: EPICS (Effective Practices in Community Supervision), Motivational Interviewing, Stages of Change, and Behavior Change Plans.

Responsibilities / Job Task Description:

Typical duties may include one or more of the following:

- Participate in client phone/video visits
- Prepare various reports (violations, conformance, warrants).
- Research resources to meet offender needs.
- Assume limited responsibility in providing casework services.
- Observe home / field visits (where safety measures can be strictly followed.)
- Participate in staff meetings.
- Administrative duties as necessitated by client contact (phone or virtual meetings)

Education and Experience Qualifications:

- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individuals able to relate to a variety of persons.
- Ability to learn department computer system; computer literate in word processing, email and data entry
- Ability to develop supportive relationships with clients while maintaining objectivity.
- An awareness of one's role as an authority figure and a role model.
- Ability to communicate information in verbal and written form.



- Some knowledge of criminal justice is desired.

The selected student must be able to successfully pass a background investigation.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Diversity and Inclusion: At Multnomah County, we don't just accept differences; we value it and support it to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO is the Law poster](#) is available for your



reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 3rd, 2022.