

**Office of Diversity & Equity
College to County Mentorship Program
Department of Community Justice
Juvenile Services Division**

SEASONAL TEMP POSITION: June through September

SALARY: \$16.50/hr. (20-40 hours per week, Monday-Friday)

LOCATION: Juvenile Justice Complex: 1401 NE 68th Ave., Portland, OR 97213

Description

The Multnomah County Department of Community Justice's Juvenile Services Division (JSD) is seeking qualified candidates for a temporary paid internship position. This internship will be conducted at the Assessment and Evaluation (A&E) Program, a short term residential program designed to provide temporary structure, stabilization and treatment readiness for youth. The goal for this program is to provide a safe place where youth can quickly enter and begin receiving services while those working with the youth and family can make longer term plans for the youth.

Job Task Description:

This internship position will provide a wide variety of technical and paraprofessional duties. Interns will learn basic case management and intervention, working with juvenile clients in a residential setting, assisting with youth intakes, understanding and utilization of Evidence Based Practices. Students who have demonstrated competence may be assigned 1 – 2 clients or other advanced duties.

Potential duties may include some or all of the following, but are not limited to the following:

- Providing information to juvenile clients and their families and the public
- Observe and assist social service staff in case management
- Support the preparation and delivery of skill training groups with staff
- Attend outings with youth and staff
- Participate in regular check-ins with youth
- maintain and updating files
- observing client interactions
- co-facilitate groups
- assist with client screenings
- determine available resources or client eligibility for various county and community -based programs and services
- promote positive community relations and customer service with system partners, providers and other organizations to maximize collaboration and partnership
- prepare project reports, progress summaries, spreadsheets, general letters and other written material.
- perform the duties that assist in learning the policy, procedures, guidelines and standards for successful work performance

- attend and participate in staff meetings and training/workshops, which provide for an increasing awareness of general knowledge of programs and current practices.

Knowledge/Skills/Abilities Required:

- At least 21 years of age
- Successful completion of the Volunteer Application and Placement Process, including a background investigation.
- Experience working with delinquent, adjudicated, drug and alcohol addicted youth and/or youth with mental health challenges.
- Skill to effectively communicate both verbally and in writing to share information and to receive work assignments.
- Skill in active listening, interviewing, and the ability to interpret nonverbal communication.
- Excellent customer service and ability to work with the general public, co-workers, and clients representing various diverse backgrounds.
- Ability to prepare clear, concise, and accurate reports, correspondence and other documents for various audiences.
- Ability to exercise good judgment, diplomacy, and tact in dealing with sensitive, complex and confidential issues and situations; and deal professionally, compassionately and calmly with individuals that may act inappropriately, be verbally abusive, hostile and/or in crisis.
- Follow all work-related activities according to County policies, procedures and standards.
- Ability to adapt to changes in work environment, work assignments and/or changes in priorities.
- Ability to operate or learn to operate job related computer systems and technology to effectively perform the work assignments.
- Ability to plan, schedule and organize work assignment, recognize when assistance or guidance is needed, and to complete work in a timely manner.
- Ability to understand and perform record keeping procedures and techniques
- Experience using office equipment
- Skills in basic word processing, spreadsheet and database skills
- Ability to use effective judgment to resolve basic problems

The selected student must be able to successfully pass **both** a background investigation, performed by the Department of Community Justice **AND** a Department of Human Services records check. This process can take up to 4 – 6 weeks to complete.

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 in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form link provided by your program coordinator. The deadline for submitting online application is March 31, 2017.