

**Office of Diversity & Equity  
College to County Mentorship Program**

**SEASONAL TEMP POSITION:** June through September

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

**LOCATION:** Juvenile Justice Complex: 1401 NE 68<sup>th</sup> 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 position will support initiatives, programs and practices designed to strengthen supports for youth involved or at risk of involved with the juvenile justice system. This position will also provide exposure to work focused on system change, community interface and partnership, policy and initiative development, custody, probation, alternatives to detention and treatment. The position will receive support, direction, leadership development and training from JSD managers, staff, and community partners of JSD as well as from representatives from other County departments and divisions.

***Job Task Description:***

This internship position will provide a wide variety of technical and paraprofessional duties related to the juvenile justice system. Potential duties may include some or all of the following, but are not limited to the following:

- Supporting new and existing initiatives
- Assisting staff on system collaborations
- Providing information to juvenile clients and their families and the public
- Maintaining and updating records/ files
- Observing client interactions and court services
- Assisting with processing cases through the Juvenile Court
- 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 duties that assist in learning the policy, procedures, guidelines and standards for successful work performance.
- Attend and participate in staff meetings and trainings/workshops, which provide for an increasing awareness of general knowledge of programs and current practices.

***Knowledge/Skills/Abilities Required:***

- Basic knowledge of applicable federal, state, and local laws, rules, policies and regulations.

- Basic knowledge of principles practices, procedures and methods in the field of juvenile justice
- General knowledge of mathematics calculations and the ability to perform moderately difficult operations, including ratios, rates, percentages, statistics.
- Ability to effectively communicate both verbally and in writing to share information and to receive work assignments.
- General knowledge of proper spelling, grammar and punctuation to ensure written materials are concise, complete and error free.
- Ability to adapt to changes in work environment, work assignments and/or changes in priorities.
- Ability to apply course work in criminal justice, social work or counseling to successfully perform the assigned duties.
- 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 provide courteous customer service and work with the general public, supervisors, co-workers, and employees representing various diverse backgrounds.
- 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

**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 also located at this website. The deadline for submitting online application is March 13, 2015.

### **Background**

The Multnomah County Department of Community Justice (DCJ) is recognized as a national leader in both adult and juvenile community justice. The Department believes that in order to enhance public safety we must work collaboratively with the judiciary, law enforcement, schools, treatment agencies, and the community. DCJ operates 24 hours a day, with about 650 regular, on-call, and temporary employees.

DCJ's Juvenile Services Division (JSD) operates the Donald E. Long Juvenile Detention Facility and is responsible for youth on formal and informal community supervision. JSD's mission is to enhance community safety and reduce criminal activity by holding youth accountable in a fair and just manner, assisting them to develop skills necessary for success, and effectively using public resources.

JSD is invested in continuing to develop, implement, and provide efficient and effective services that are customer focused, culturally competent, attentive to victim's needs, and based on best practices to reduce recidivism, increase high school completion, enhance youth accountability, and improve outcomes.