

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

**SEASONAL TEMP POSITION:** June through September

**SALARY:** \$15.00/hr. (20-40 hours per week, Monday-Friday)

**LOCATION:** Juvenile Justice Complex: 1401 NE 68<sup>th</sup> Ave., Portland, OR 97213

***Description***

Multnomah County Department of Community Justice is seeking qualified candidates for a temporary paid internship position. This internship will be conducted within the The Hands of Wonder (HOW) Garden Program, a restorative justice-based garden program for youth involved in the Juvenile Services Division. This restorative justice-based initiative encourages youth to meaningfully reflect on the ripple effect of their delinquent behavior, including the impact it had on their victims, their community, and their family. HOW is about youth working to make things right, giving back to the community, and gaining valuable job skills that will prepare them for future employment. HOW is an opportunity for youth to leave the system with an improved attitude, sense of belonging, and the tools to be a positive influence on our communities.

***Job Task Description:***

This internship position will provide a wide variety of technical and paraprofessional duties. The intern will assist staff teaching youth gardening, growing, and harvesting produce, as well as support staff in leading restorative justice based circles and activities. Interns will help youth by role-modeling proper workplace communication and ethical practices, as well as helping youth with resume and cover letter writing. We welcome students who are excited about working with small groups of youth ages 15-18 who have experience or interest in farming or gardening and restorative justice, and would like the opportunity to work with juvenile justice involved youth while getting their hands dirty.

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

- Assist and participate with staff in instructing youth in gardening/farming related tasks (i.e. weeding, planting, nurturing and harvesting vegetables and herbs).
- Support the preparation and delivery of restorative justice circles on topics such as personal values, hope, empathy, and strengthening our communities.
- Participate in regular check-ins with youth
- Maintain and update files
- 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 and general knowledge of restorative justice practices.

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

- At least 21 years of age
- Successful completion of the application and screening 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 gardening/farming tools.
- 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 use effective judgment to resolve basic problems

The selected student must be able to successfully pass a background investigation, performed by the Department of Community Justice. 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 link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.