

Hands of Wonder and Community Interface



College to County Intern 2021

Department of Community Justice

SEASONAL TEMP POSITION: June through September

SALARY: \$15.00/hr. (40 hours per week, **Wednesday - Sunday**)

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

Description

Multnomah County Department of Community Justice is seeking qualified candidates for a temporary paid internship position with the Hands of Wonder Garden Program (HOW) and our Community Interface Services (CIS) Unit.

About HOW: This program encourages youth to meaningfully reflect on the ripple effect of their actions, both in negative ways when they cause harm and need to take accountability for it, and in positive ways in giving back to their community. The program also teaches youth valuable job skills that will prepare them for employment in their own community. Each day youth are able to earn incentive money by participating in a curriculum designed to teach youth about the impact of their actions, chart a course for making things right, and give youth tools to make better choices in the future. Youth also learn about organic gardening, and related skills. Hands of Wonder is an opportunity to leave the system with an improved attitude, sense of belonging, and strengthened social bonds that serve as a new foundation for youth to be healthy members of our community.

[Website: HOW](#)

About CIS Unit: The juvenile justice system in Multnomah County is a national leader in developing programs and services that contribute to countywide reductions in recidivism and racial and ethnic disparities in the justice system. The Community Interface Services (CIS) Unit provides diversion opportunities for youth through alternative interventions in place of juvenile legal system involvement. CIS also partners with community organizations and other systems serving youth to maximize effective services and positive outcomes for justice-involved youth through removing barriers to education, employment and treatment (when needed).

[Website: CIS](#)

Job Task Description:

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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. This will happen either virtually or in-person depending on COVID restrictions at the time of the internship. Interns will help youth by role-modeling proper workplace communication and ethical practices, as well as serving as mentors and supportive adults. We welcome students who are excited about working with small groups of youth ages 15-18 who have experience or interest in restorative justice, and gardening/farming and would like the opportunity to work with justice-involved youth while getting their hands dirty.

Additionally, work will also include participation in the administration of the CIS Unit and juvenile justice reform effort, including developing an understanding of working in local government, juvenile justice systems, administrative functions and related projects and observation of management and staff work groups.

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

- Support the preparation and delivery of restorative justice circles and/or activities on topics such as personal values, hope, empathy, and strengthening our communities.
- Assist and participate with staff in instructing youth in gardening/farming related tasks (i.e. weeding, planting, nurturing and harvesting vegetables and herbs).
- 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, juvenile justice systems and policies.
- Schedule and coordinate off-site volunteer activities for program youth with new or existing partner organizations.

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Knowledge/Skills/Abilities Required:

- Successful completion of the application and screening process, including a background investigation.
- Experience working with or personal lived experience with justice-involved youth and/or youth with mental health or substance use disorders.
- 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.

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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.

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 4th, 2021.