

Victim Services Internship



College to County Intern 2021

Department of Community Justice

POSITION: College Intern

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

LOCATION: Remote

Description

The Multnomah County Department of Community Justice's (DCJ) Director's Office is seeking qualified candidates for a temporary paid internship position. This internship will be conducted with our Victim Services Unit (VSU). Interns will be supporting the VSU's strategic plan by embedding VSU's values of survivor-led, trauma-informed, and equity into practices; enhancing VSU's ability to provide culturally responsive services; creating an infrastructure for obtaining feedback from victims/survivors; and notifying victims/survivors when a Justice Involved Individual begins supervision with DCJ.

Work Section Information:

[About Victim Service Unit](#)

Job Task Description:

The role of Victim Services Intern will be to assist the VSU in adhering to our strategic plan goals by:

- Notifying victims/survivors when DCJ begins supervising a new case in which they are the listed victim and providing information about victims rights, resources, and contact information for Probation/Parole Officers and advocates.
- Researching best practices for providing culturally responsive services and collaborating with VSU staff to integrate these practices into our services.
- Assisting VSU in embedding it's vision, mission, and values (equity, trauma-informed, and survivor led) into practices and policies by creating tools to utilize core values in decision making, providing training, and facilitating group discussions.
- Creating infrastructure for collecting feedback from victims/survivors connected to DCJ by preparing action plans, analyzing data, writing reports, and disseminating information.
- Participating in staff meetings.
- Performing administrative duties as needed.

Training Provided: Students may participate in and learn about the following functions:

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Victim/survivor advocacy, program development, strategic planning, research, meeting facilitation, marketing, and criminal justice systems processes.

Major Areas of Responsibility

- Basic advocacy for victims/survivors.
- Prepare various action plans.
- Research best practices, share findings and develop guides to incorporate research into practice.
- Analyze data and create reports and/or presentations.
- Participate in staff meetings.
- Administrative duties as needed, related to your projects.

Knowledge/Skills/Abilities Required:

- Experience with researching a multitude of topics.
- Experience with anti-racism work.
- Interest in the criminal justice system or victim/survivor advocacy.
- Good communicator including the ability to write clearly, accurately and succinctly.
- Reliable and dependable individuals able to relate to a variety of persons.
- Ability to learn the department computer system; computer literate in word processing and Google Suite.

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

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.

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.

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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.