

Probation & Parole Internship - Mental Health Unit
Department of Community Justice
College to County Mentorship Program

SEASONAL TEMP POSITION: June through August

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

LOCATION: Remote

Program Description

The Adult Services Division (ASD) promotes public safety and strives to reduce recidivism while supervising over 10,000 adult offenders sentenced to probation or released from custody on parole. Offenders are held accountable in a fair and just way through a balance of supervision, services, and sanctions designed to develop necessary skills for success while effectively using public resources. The Department works closely with community members, partners and staff and routinely evaluates the extent to which local policies support best practices.

[Link to the website.](#)

Internship Description

The Multnomah County Department of Community Justice's Director's Office is seeking qualified candidates for a temporary paid internship position. This internship will be conducted with our Mental Health Unit, to include working with probation officers, clinical staff, and administrative staff to effectively support adults on community supervision. Learning and project opportunities are in the following areas;

- Performing research on outreach programs targeting Justice Involved Individuals (JII's) with mental health challenges.

- Performing research on best practices in Trauma Informed Care (TIC) for JII's with significant mental health needs in a community corrections setting.
- Summarizing and presenting research findings and preparing recommendations in the areas of outreach and TIC.
- Support the work of Mental Health Unit staff in creating administrative practices for Mental Health Court.
- Learning basics of some Evidence Based Practices, including: EPICS (Effective Practices in Community Supervision), Motivational Interviewing, Stages of Change, and Behavior Change Plans.

Job Task Description:

Typical duties may include one or more of the following:

- Perform analysis of current practices and research emerging trends
- Prepare various reports of findings, to include recommendations
- Research resources to meet Justice-Involved Individuals' needs.
- Assume limited responsibility in structuring administrative supports for court proceedings
- Participate in staff meetings.
- Administrative duties as necessitated by work

Knowledge/Skills/Abilities Required:

- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individuals able to relate to a variety of persons.
- Ability to learn department computer systems; familiarity with Google Suite (Gmail, Slides, Sheets, Docs, etc...)
- Experience with internet-based research and preparing findings in concise and easily understandable formats.
- Ability to develop supportive relationships with co-workers and community partners
- Ability to communicate information in verbal and written form.
- Some knowledge of criminal justice is desired.



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

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 Sunday, April 4, 2021.

Diversity and Inclusion: At Multnomah County, we don't just accept differences; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO is the Law poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to 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