

**Probation & Parole Internship
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

With appropriate safety precautions and permissions, interns may be allowed to accompany officers on home visits and/or court visits, meet and interact with court-related personnel (i.e., judges, defense attorneys, State's Attorneys and a variety of community resources.) All COVID related safety measures will be followed and safety equipment provided.

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 Adult Services Division is seeking qualified candidates for a temporary paid internship position. This internship will be conducted with our East County Probation & Parole office, to include working with probation officers, records

technicians and administrative staff to effectively support adults on community supervision. Learning and project opportunities are in the following areas:

- Specific functions of an Adult Probation Officer, how the criminal justice system operates and the overall functioning of a criminal justice agency.
- Opportunity to learn aspects of Smart Supervision for young adults aged 15-25, including best practices for trauma informed care, brain development science and racial equity.
- Basic case management skills to include: Interviewing, violation investigations, chronologies, and appropriate referrals
- With appropriate safety precautions and permissions, interns may be allowed to accompany officers on home visits and/or court visits, meet and interact with court-related personnel (i.e., judges, defense attorneys, State's Attorneys and a variety of community resources.) All COVID related safety measures will be followed and safety equipment provided.
- 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:

- Participate in client phone/video visits
- Prepare various reports (violations, conformance, warrants).
- Research resources to meet offender needs.
- Assume limited responsibility in providing casework services.
- Observe home / field visits (where safety measures can be strictly followed.)
- Participate in staff meetings.
- Administrative duties as necessitated by client contact (phone or virtual meetings)

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 system; computer literate in word processing, email and data entry
- Ability to develop supportive relationships with clients while maintaining objectivity.
- An awareness of one's role as an authority figure and a role model.
- 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