

DCJ - Adult Services Division - Intake Unit Internship

Job Requisition R-19299 DCJ - Adult Services Division - Intake Unit Internship (Evergreen) (Open)
Job Family Interns
Start Date 04/03/2026
End Date 04/10/2026
Primary Posting No
Description

Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:

\$16.30 - \$30.00 Hourly

Department:

Department of Community Justice (DCJ)

Job Type:

Intern

Exemption Status:

United States of America (Non-Exempt)

Closing Date (Open Until Filled if No Date Specified):

April 09, 2026

The Opportunity:

Adult Services Division - Intake Unit Internship

College to County Internship 2026 - Department of Community Justice

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2026 - Starting in June - 12 weeks

Hours: 30 hours per week

Telework: Ad Hoc

Building Physical Location: 421 SW 5th and 1200 SW 1st Ave Portland OR

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No
TriMet Passes are available if transportation to County facilities is required.

Eligibility requirements and more details found on our College to County [website](#).

What Does the ASD Intake Unit Do?

The intake unit is responsible for preparing and completing intake paperwork with persons placed on Probation or released from custody to Post Prison supervision. Persons who go through intake receive an orientation, have a PSC assessment run and if needed a LSCMI or WRNA assessment as well and get a review of standard and special conditions before being given an assignment to the supervising PPO. Intake also maintains and supervises locate caseloads. We request warrants for JII's who have not made themselves available for supervision despite efforts to engage them for an intake. Once arrested and in custody, In jail, phone intakes are conducted with the JII's, allowing for immediate sanctioning and transfer to field supervision upon release from custody.

Internship Description & Responsibilities:

In this section, describe the purpose and goals of the internship.

- The Purpose and goals of this internship include but are not limited to getting an understanding of how someone enters community corrections through the community justice system.
- This internship will help the person understand the requirements and process to be placed on supervision and what happens before the person is supervised in a field unit. It will give the person a chance to understand computer systems and other tools used by community justice.
- They will have a view and understanding of the comprehensive system of services designed to prepare, equip, and sustain Justice Involved Individuals (JII) upon their release from jail/prison or sentencing to formal community supervision.
- Meet with JII's recently released from custody or placed on probation and help complete their intake which includes signing their paperwork completing assessments and assigning to a field unit
- Facilitate orientations with the Justice Involved individuals to give them an overview of community supervision
- Help in the collection of DNA and fingerprints from JII's who are required to submit to collection
- Work with Community Service to help sign up people needing to complete work hours as ordered by the court
- Use computer systems to track individuals who are assigned to report to the intake unit and to prepare reports regarding their compliance

Learning Outcomes:

Internships are inherently learning experiences for students and a description of the expected learning outcomes shows candidates how they will benefit from the experience.

- Knowledge of how people get placed on supervision in the community and what that supervision looks like including paperwork and assessments used
- Understanding of various computer systems used by community justice to carry out supervision
- Ability to write reports to both the court and Parole board regarding JII's and their compliance to supervision

Minimum Qualifications and Education:

- Candidates should have completed within one year or enrolled in a college/university academic institution..
- College to County Program [Eligibility Website](#)
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Ability to communicate verbally and written with JII's and community partners such as the courts, jail and persons in the community
- Ability to follow directions and work independently
- Ability to work cooperatively and develop effective working relationships with diverse work groups

Must pass a thorough background investigation which includes, but is not limited to, a review of applicant's criminal, civil, driving, military, educational and employment history prior to employment.

In accordance with [Oregon Law](#), Multnomah County is not collecting school attendance dates in the initial application process; please do not include these dates in your resume, cover letter and other application materials.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; 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 Know Your Rights 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 by dialing 711.

Questions?

Recruiter:

Yulee Kim-Whetstone

Email:

yulee.kimwhetstone@multco.us

Phone:

+1 (971) 3490804

Application information may be used throughout the entire selection process. This process is subject to change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Job Profile:

8007 - College Intern

Worker Sub-Type	Intern
Location	Mead Building
Time Type	Full time
Locations	
Supervisory Organization	Assessment and Referral Center (ARC) (Brian Holt)