

POSITION DESCRIPTION **Court Programs Intern (Unpaid)**

OBJECTIVE: To gain case management experience with clients involved in the justice system

RESPONSIBLE TO: Alternative Sentencing Program Manager

TIME COMMITMENT: 540 hours (full time) preferred. Position available Fall, Spring, and Summer semesters.

BASELINE QUALIFICATIONS:

- At least 18 years of age
- No substance abuse issues in the last 2 yrs
- Incurred no arrests, convictions, incarceration, probation or parole within the past 2 years

PERSONAL QUALIFICATIONS:

- Detail-oriented, organized and computer-literate with excellent communication skills
- Public-speaking experience preferred
- Spanish language skills preferred
- Enrolled in a degree program in or related to: Criminal Justice, Social Work, Human Resources, Human Services, Law, or other related field.

KEY RESPONSIBILITIES:

- Provide case management services to an assigned case load of community service clients to facilitate successful completion of program requirements
- Attend court to interview and determine eligibility of referred clients.
- Perform intake and assessments for community service clients to make appropriate site or program placements
- Perform monitoring and follow-up of clients to ensure compliance with program requirements.
- Create and distribute community service timesheets, client contracts, final reports and other documents as required by program policies and procedures.
- Maintain relationships with court services staff, probation and parole, court probation, ASAP staff, the commonwealth attorney's office, etc. to ensure continued client referrals and the effective delivery of services.
- Create and manage client files, recording all services provided according to agency policy and procedure to include case notes, service units, and the opening and closing of cases.
- Following up with clients who fail to show up for intake appointments.
- Attend organizational and community meetings as required to ensure appropriate service delivery.

TRAINING: Program orientation, on the job training and coaching.

INTERN AND OAR AGREEMENT:

I understand this is an unpaid, volunteer position. I understand that I will be working with clients who have a criminal background and may currently be under supervision by Probation & Parole. As a volunteer, I will not divulge any personal contact information with clients. I hereby release and discharge OAR of Fairfax County, Inc. and any of its directors, officers, employees, partners, affiliates, agents, and successors from any and all liability or responsibility for any such accident or injury, which may arise during my participation as a volunteer. I understand and agree to comply with the position description and requirements outlined above.

DATE

PRINT NAME

SIGNATURE