

POSITION DESCRIPTION

Prince William County Reentry Program Intern (Unpaid)

OBJECTIVE: To provide a welcoming presence and professional caring service to the public and our clients in the Prince William Adult Detention Center

RESPONSIBLE TO: Prince William Program Manager, Volunteer Coordinator

TIME COMMITMENT: 540 hours (full time) preferred. Must be available for occasional evening hours. Position available for Fall, Spring, and Summer semesters.

BASELINE QUALIFICATIONS:

- Minimum age of 21
- Non-judgmental attitude toward offenders and their family members
- No substance abuse issues within the last 2 years
- Incurred no arrests, convictions, incarceration, probation or parole within the past 4 years
- Must pass a background check by the Adult Detention Center

PERSONAL QUALIFICATIONS:

- Ability to work with others cooperatively, be personable, communicate well & follow instructions
- Professional conduct with appropriate boundaries in all interactions with clients & leadership
- Proficient in an environment that fluctuates between quiet and fast paced/high demand
- Ability to function independently when given a task or multiple tasks
- Basic knowledge of computers, internet research, and Microsoft Office online

KEY RESPONSIBILITIES:

- Complete Adult Detention Center background check and tour
- Assist Program & Case Managers with administrative duties, data entry, and assigned tasks
- Enroll and monitor client program attendance in the OAR Database
- Read and process inmate request forms and clothing requests
- Assist Program & Case Managers with applications for ID and document assistance
- Instructor Assistant/Shadow OAR classes in the Adult Detention Center
- Perform client intake and provide case management services to assigned ex-offenders
- Develop and monitor service plans for clients, including client status follow-up contacts
- Practice interview skills and networking opportunities with client using provided scenarios or client-specific situations
- Utilize resume worksheet and develop client's resume through client discussions to capture previous work history
- Complete other duties as assigned

TRAINING: Program orientation, on the job training and coaching

VOLUNTEER AND OAR AGREEMENT:

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 NOVA, 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.

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| _____ DATE | _____ PRINT NAME-Intern | _____ SIGNATURE |
| _____ DATE | _____ PRINT NAME-OAR Representative | _____ SIGNATURE |