

POSITION DESCRIPTION **Re-Entry and Family Services (RFS)** **Program Intern (Unpaid)**

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

RESPONSIBLE TO: Director of Reentry Services and Senior Case Manager

TIME COMMITMENT: 540 hours preferred. 270 hours on a case by case basis. Available 9am – 5pm M – F including some evenings. Available Fall, Spring and Summer semesters.

BASELINE QUALIFICATIONS:

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

PERSONAL QUALIFICATIONS:

- Excellent verbal and written communication skills, grammar, punctuation, and spelling
- Detail-oriented, organized and strong computer and typing skills
- Previous case management, customer service or related experience preferred but not required
- Knowledge of current job search, hiring process, and resume writing experience
- Communicate effectively with diverse population and cultural backgrounds
- Enrolled in a degree program in or related to: Criminal Justice, Social Work, Psychology, Human Services or Law. Graduate student preferred, undergraduate students will be considered

KEY RESPONSIBILITIES:

- Provide case management services to an assigned case load of ex-offenders and walk-in clients
- Perform intake and Risk Needs Assessments for clients
- Develop and monitor service plans for clients, including client status follow-up contacts
- Create and manage client files for all services provided according to agency policy and procedure to include case notes and service units
- Practice interviewing skills and networking opportunities with client using provided scenarios or client-specific situations
- Assist clients in creating email accounts and signing up for outside job alert services
- Utilize resume worksheet and through client discussions to capture previous work history
- Develop and or edit clients resumes using MS Word as necessary
- Provide support services for the families of offenders (as needed)

TRAINING: Program orientation, on the job training and coaching

INTERN 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 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 the policies taught in both the ADC and OAR Volunteer Orientations/Trainings.**

DATE

PRINT NAME

SIGNATURE