

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: JJC Program Assistant Intern

DEPARTMENT: Corrections/Juvenile Division, Juvenile Justice Center

REPORTS TO: Court Services Manager and/or Detention Manager

PAY GRADE: \$14.00 per hour, temporary position, not to exceed 69 hours per month, not to exceed 200 hours

JOB SUMMARY: This position will assist detention, probation, and education staff with case management and therapeutic programs inside the residential facility, in the day reporting program, and in the community. The JJCPA intern will have the opportunity to observe court, participate in treatment team meetings, assist detention staff during youth recreation and free time, and assist with other programs for youth detained in the Department's custody facility. The JJCPA intern will also assist JJC staff with programs such as Community Service Work Crew, Diversion, and the Pathways Back day reporting program. The Intern will acquire knowledge of the Washington State juvenile court system and working in a social worker/therapeutic role.

The JJCPA intern's primary duty is to Focus will be primarily on youth with "red flag" answers on the Mental Health Juvenile Detention Admission Tool (MH-JDAT). The MH-JDAT, based upon self-report, is completed every time a youth is admitted to the facility. Youth who red flag for depression, anxiety, self-harm, suicidal ideation, and PTSD, will meet with the Fellow individually. The goal is to encourage the Fellow to use Motivational Interviewing skills to assess the youth's readiness for change and to encourage youth's motivation for change.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Develop rapport with at-risk youth.
- Supervise physical activities and outings for detained and Day Reporting youth.
- Use Motivational interviewing to assist youth in preparing for behavior change.

EXAMPLE OF DUTIES:

- Assist with restorative justice programs, such as work crew and special projects.
- Assist with Aggression Replacement Training.
- Work closely with the Center's education staff to facilitate individual instruction for youth requiring such.

EQUIPMENT TO BE USED: General office equipment including but not limited to computers, copiers, fax machines, scanners, calculators and multi-line phones.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: The working environment typically is indoors and may work in the field assisting the crew supervisor. Physical abilities required for this position are ones typically related to office operations and participation in detention facility operations including bending, reaching, lifting up to fifty (50) pounds, pulling, pushing, and standing and sitting for extended periods.

KNOWLEDGE AND ABILITIES:

- Ability to process information quickly and formulate practical solutions.
- Ability to follow direction and complete assigned tasks on time.
- Ability to work successfully with challenging youth.
- Ability to de-escalate agitated youth.
- Knowledge of delinquency and child and adolescent development.
- Knowledge of mental health and chemical dependency fields.

EDUCATION AND EXPERIENCE: Currently enrolled or recently graduated from college; preference given to students or grads with course work in the social sciences or criminal justice. Excellent communication skills, both verbal and written.

LICENSES AND OTHER REQUIREMENTS:

- Must possess a valid driver's license.
- Must successfully pass a background check and a driving record check.
- Confidentiality is an absolute requirement of this position.
- Must demonstrate professionalism at all times.
- Must dress in appropriate attire while at work.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**

TO APPLY:

Mail Resume and Cover Letter to:

**Department of Court Services
Attn: Jon Cassetto
PO Box 1754
Walla Walla, WA 99362**