

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: JJC Truancy Assistant Intern

DEPARTMENT: Corrections/Juvenile Division, Juvenile Justice Center

REPORTS TO: Court Services Manager

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

JOB SUMMARY: This position will assist probation and office staff with Truancy Court. This Intern will have the opportunity to observe truancy court, participate in team meetings, and accompany staff during home visits and during discussion with community stakeholders. The LLCTA intern will help staff develop and implement best practices with Community Truancy Board development.

The JJCTA intern's primary focus will be on youth with active truancy petitions. Meetings with students and their families provide the opportunity to discover barriers to regular attendance and school engagement. Community Truancy Boards bring together volunteers and local service providers to help families resolve attendance issues. The goal is to encourage the JJCTA intern to engage students and parents by using Motivational Interviewing skills to assess both readiness to change and motivation for change.

The JJCTA Intern will acquire a knowledge in the following: Washington State juvenile court system, Washington State compulsory school attendance laws, working in a social worker/therapeutic/advocate role. And local social and health service providers.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Develop rapport with at-risk youth and/or truant youth and their families.
- Use Motivational Interviewing to assist youth in preparing for behavior change.
- Communicate with local school district personnel involved in truancy court.

EXAMPLE OF DUTIES:

- Assist staff in making referrals to mental health and chemical dependency professionals.
- Assist staff in recruiting and training Community Truancy Board volunteers.
- Assist staff in developing and editing legal forms and documents.
- Assist staff in data collection and data entry.

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. 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 perform clerical duties including filing and mailing documents.
- 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**