

Title: Internship Job Description
Division: Juvenile Probation Services, Nineteenth Judicial Circuit of Lake County, Illinois
Overview: Juvenile Probation Services Intern

The primary responsibility of this unit is to service cases involved in the formal court process. Initially, probation officers prepare a written report (Juvenile Dispositional Report) setting forth background information on individuals appearing before it. Then, probation officers are responsible for the case supervision of adjudicated minors and their families regarding court ordered plans and services. This unit also provides victim assistance and restitution services for the Court and is committed to a working partnership with law enforcement, schools and community agencies to reduce additional delinquent activities.

Juvenile Court dispositions of Supervision and Probation are supervised in accordance with the conditions specified in the dispositional order. A Juvenile Probation Officer monitors the minor and family's cooperation in following the Court's orders. First preference is to work with the juvenile and the family in the community to effect change in behavior. In other cases, it becomes necessary to remove the juvenile from the parental home and use a residential placement or Department of Corrections. In some cases, high risk delinquents can be monitored in the community by the Juvenile Intensive Supervision Program.

Nature of Work:

To provide the opportunity to learn, under supervisory guidance, the specific functions of a Juvenile Probation Officer, how the Juvenile Justice System operates, the gradual involvement in some casework and interviewing responsibilities as well as the overall functioning of a Criminal Justice Agency.

Typical duties may include one or more of the following:

- Know and be responsible for policies and procedures as established by the Circuit, Department and Division as well as the Juvenile Court.
- Preparing, maintaining and closing out files.
- Interviewing clients and preparing and providing information and reports for the Court.
- Assessing clients' needs and developing a plan of intervention.
- Securing necessary child care services.
- Monitoring a client's adherence to Court orders and Informal Supervision agreements.
- Providing and making appropriate referrals for counseling services and community programs.
- Maintaining effective working relationships with other Probation Departments and Divisions within our Agency.

Qualifications:

- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individuals able to relate to a variety of persons.
- Ability to develop supportive relationships with clients while maintaining objectivity.
- Enrollment in an internship-related course of study.
- No significant history of criminal behavior or psychiatric disorder.
- Interest in working with children, adolescents and families.

Training:

Agency and Division Orientation sessions are required. On-the-job training will be provided by trained staff. Additional training opportunities may be available through the Court Services Department.

Supervisor:

Assigned Staff Person.

Supervision:

Ongoing supervision will be provided by an assigned staff person with consultation available from an immediate supervisor and/or the Internship Coordinator.

Commitment:

Preferred is a full semester of 13 weeks scheduled at 40 hours per week or a minimum of 500 hours. This is an unpaid position.

Evaluation:

Evaluations will take place on a regularly scheduled basis as Department and/or college/university requirements dictate. Consultation will be available from the immediate supervisor and/or the Internship Coordinator.