

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

Adult Field Service officers maintain responsibility for the day to day supervision and community surveillance of all adults who have been sentenced to probation by the court. When an offender is placed on probation, Adult Field Services is responsible for referring these individuals to agencies which provide the services necessary to address the problems relating to their criminality. "Brokering" probationers to community service agencies is a fundamental casework tool in redirecting an offender's anti social behavior. Additionally, Field Service conducts Pre-Sentence Investigations for the court which examines a defendant's personal and social background to aid the court in meting out appropriate sentences. This investigation includes a victim impact statement, suggested community resources and a recommendation to whether an offender is a good risk for community supervision.

An internship with the Adult Division would afford an intern the opportunity to observe the workings of the criminal court system; to meet and interact with court-related personnel (i.e., judges, defense attorneys, State's Attorneys and a variety of community resources) and to assist the supervising Probation Officer with casework duties.

Nature of Work:

To provide the opportunity to learn, under supervisory guidance, the specific functions of an Adult Probation Officer, how the criminal justice system operates, the gradual assumption of some casework responsibilities as well as the overall functioning of a criminal justice agency.

Typical duties may include one or more of the following:

- Participating in client interviews.
- Preparing reports for the Court.
- Researching resources to meet offender needs.
- Assuming limited responsibility in providing casework services.
- Assisting with home visits.
- Participating in agency staffings.
- Administrative duties as necessitated by client contact.
- Know and be responsible for policies and procedures as established by the Circuit and Division.
- Maintain effective working relationships with other Probation Departments and agencies.

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.
- An awareness of one's role as an authority figure and a role model.
- Ability to communicate information in verbal and written form.
- Enrollment in an internship-related course of study.
- No significant history of criminal behavior or psychiatric disorder.

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 Division.

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 with no benefits or travel reimbursement.

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.