



Administrative Office of the Courts

Intern OPPORTUNITY BULLETIN

POSITION TITLE:

Internship
Juvenile Diversion Program

SUMMARY: The major service tasks for the intern at the Juvenile Diversion Program will be to review case files, Arbitrate cases (e.g., conduct interviews and evidenced-based risk assessments), link clients to community resources, monitor for compliance and document all client/case interactions.

EDUCATION and/or EXPERIENCE:

Enrollment in an accredited university or college, in pursuit of a bachelor's or graduate degree.
Prefer experience and/or interest is customer service, child welfare, delinquency and childhood trauma.

ESSENTIAL DUTIES:

- Conduct Evidenced Based Risk Assessments and sanction youth according to their risk factors, needs and strengths.
- Perform basic case management duties to include establishing/maintaining monthly contact with youth/families and treatment providers.
- Contribute interpersonal skills and knowledge in the areas of behavioral health and/or criminology to increase delivery of professional services.
- Assist with taking phone registrations, scheduling interviews and basic data entry.

INTERN'S BENEFITS:

- Parking validation
- Teen Court and Truancy Court watch opportunities
- Exposure to other Court Programs and overview of their functions
- Obtain a working knowledge of the Juvenile Diversion Program's role in keeping youth out of the delinquency system
- An overview of the 13th Judicial Circuit Courts
- Participate as a team member providing client linkage to community resources

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work in an environment focused on families in crisis from diverse backgrounds.
- Ability to handle sensitive matters with integrity and confidentiality.
- Good organizational and time management skills with attention to detail.
- Good verbal and written communication skills. Proficiency in Microsoft Office and basic computer skills.
- Positive, proactive, and personable team player.
- Sense of commitment and responsibility to the mission, vision and values of the organization.