



Administrative Office of the Courts

Intern OPPORTUNITY BULLETIN

POSITION TITLE:

Internship
Problem Solving Court

SUMMARY: The major service tasks for the intern at the Problem Solving Court will be to review specialized case files, conduct evidence-based risk assessments and link participants with treatment supports and services.

EDUCATION and/or EXPERIENCE:

Enrollment in an accredited university or college, in pursuit of graduate degree.

Prefer experience and/or interest is customer service, and court processes related to mental health and substance use treatment.

ESSENTIAL DUTIES:

- Conduct evidence-based risk assessments in order to make meaningful recommendations for individualized treatment services.
- Perform basic case management duties to include establishing/maintaining contact with participants, stakeholders, collateral sources and treatment providers.
- Contribute interpersonal skills and knowledge in the areas of social work and behavioral health to increase delivery of professional services.
- Maintaining documentation for court proceedings, staffings and drug test results
- Other duties as assigned

INTERN'S BENEFITS:

- Parking validation for interns. (Contractors do not receive parking validation)
- Treatment Court watch opportunities
- Exposure to other Court Programs and overview of their functions
- Obtain a working knowledge of the Problem Solving Court role in judicial proceedings
- An overview of the 13th Judicial Circuit Courts
- Participate as a member of a problem solving team in a non-adversarial manner and monitor participant compliance
- Exposure to community-based service providers
- Possible opportunities to complete assessments on incarcerated participants

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.