

HENNEPIN COUNTY

Department of Human Resources
Hennepin County Government Center
300 South Sixth Street
Minneapolis, MN 55487

<http://hennepin.jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Juvenile Probation Officer Aide Internship**

An Equal Opportunity Employer

SALARY

Salary: Not Displayed

OPENING DATE: 06/22/17

CLOSING DATE: 07/13/17 11:59 PM Central Time

JOB TYPE: Internship

LOCATION: Downtown Minneapolis, Minnesota

DEPARTMENT: Department of Community Corrections and Rehabilitation

THE POSITION

Hennepin County's Department of Community Corrections and Rehabilitation (DOCCR) is seeking a Juvenile Probation Officer Aide Intern to assist with the supervision of Extended Jurisdiction Juvenile (EJJ) probationers by working in close cooperation with the assigned EJJ Probation Officer. The Juvenile Probation Officer Aide Intern will gain a greater understanding of the Juvenile Justice System, will increase his/her knowledge of juvenile delinquent behavior, and will become familiar with available community resources to help system involved youth.

This internship is unpaid and can be completed for college credit or work experience. This intern will be located at the Health Services Building at 525 Portland Ave South in downtown Minneapolis. There is a minimum requirement of 200 hours to be completed (working a minimum of 15 hours per week). Work schedule will be daytime hours, Monday through Friday, including Wednesday afternoons until 6 p.m. The duration of this internship will be September through December of 2017.

The DOCCR envisions a safe environment where children and adults are responsible, law-abiding, and add value to our community; and communities demonstrate the capacity for reconciliation, encouragement, and full incorporation of all our people. The mission of the DOCCR is to promote community safety, community restoration, and reduce the risk of re-offense.

Candidates bilingual in English and another language are encouraged to apply. This posting may be used to fill future corrections internship opportunities.

The primary duties and responsibilities of this internship include:

- Meet regularly with clients and families concerning the goals and objectives established by the EJJ Probation Officer.
- Hold juveniles accountable to court orders and ensure juveniles are aware of the consequences if orders are not followed.

- Meet regularly with the EJJ Probation Officer or Unit Supervisor to discuss the progress of cases and any problems.
- Assist with progress reports and assessments and interact with community agencies as needed.
- Assist with the facilitation of EJJ groups.
- Recognize and respect cultural differences and provide culturally appropriate services.

Best Qualified Candidates will have:

- Current enrollment in or recent completion of a bachelor's degree or higher in a behavioral science and/or relevant experience and training.
- Work, internship, and/or volunteer experience working with high risk populations.
- Access to a vehicle in order to travel to other Hennepin County offices, schools, and out-of-home placements.
- Basic knowledge of computers.
- Ability to work effectively with a culturally diverse population.

Convictions for certain crimes will have an effect on your ability to be hired according to the disqualification schedule listed in Minnesota Statute 245C.15. Individuals convicted for any level of Criminal Sexual Conduct are disqualified from being hired into any position within the DOCCR under the Prison Rape Elimination Act (PREA). Other past involvement with the criminal court system will not automatically disqualify you from working at the DOCCR; individual circumstances are reviewed and evaluated confidentially. If you do not know your exact conviction information, you can refer to your sentencing order or contact the county where you were convicted.

Invitations to interview will be based on an assessment of education and experience. Candidates may be required to submit a college transcript, a two-page writing sample, and two references. Internship offer will be contingent on passing a background and fingerprint check.

Hennepin County envisions an organization where our commitment to diversity is fundamental in providing excellent service to our community.

If you need assistance to actively participate in the employment process, please email us at HR.ServiceCenter@hennepin.us or call us at 612.348.7855.

Hennepin County provides equal access to employment, programs and services without regard to race, color, creed, religion, age, sex (except when sex is a Bona Fide Occupational Qualification), disability, marital status, sexual orientation, public assistance or national origin. If you believe you have been discriminated against, contact the Human Resources Department, A-400 Government Center, Minneapolis, MN 55487, 612.348.7855

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://hennepin.jobs>

OR

Hennepin County Government Center
300 South Sixth Street
Minneapolis, MN 55487

EXAM #17DOCCRInternAEB033
JUVENILE PROBATION OFFICER AIDE INTERNSHIP