

**Marion County  
Volunteer Job Profile**

**Job: Probation Practicum  
Department: Juvenile**

**Contact**

Barb Williams  
Juvenile  
3030 Center St NE  
Salem OR 97301

Work: (503) 566-5291

**Job Location**

Juvenile Campus  
3030 Center St NE  
Salem OR 97301

Job performed at this location  
Job performed at various locations  
Personal transportation required  
Convenient to public transportation

**Qualifications**

Must be 20 years or older, meet criminal history criteria, and have punctual attendance and be able to establish and maintain a professional and effective working relationship with co-workers, clients, other agencies, and the public. Preference will be given to students pursuing a career in criminal justice.

**Duties**

Conduct intake meetings with clients to inform them of department's procedures, assess the needs, risk levels, strengths, and potential of clients; develop case plans, prepare timely reports for the case records, and present information to the court. Monitor court-ordered conditions and case plans by making regular contact with clients both in person and on the phone, and gain additional information from school, treatment or program staff. Provide consequences for non-compliance. Refer clients to department or community programs. Contact victims and gather restitution information, monitor restitution payments, make recommendations to the court regarding payment amounts. Participate in "staffings" at local schools, department programs and other agencies. Assist with transportation to screenings and placements. Route files to the correct staff, assist with the transportation of juveniles, make referrals to court-operated and community programs and perform other duties as assigned. **At no time will an intern or practicum student be involved in physically restraining or controlling a client.**

**Requirements**

Background Check: required  
Drivers License Check: required