

**Marion County
Volunteer Job Profile**

Job: Probation Practicum
Department: Juvenile

Contact

Barb Williams
Juvenile
3030 Center St NE
Salem, OR 97301

Work: 503-576-4616

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 enrolled in a four-year college and pursuing a criminal justice career.

Duties

Under the supervision of a Juvenile Probation Officer, you may:

- 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.

Note: at no time will an intern or practicum student be involved in physically restraining or controlling a client.

Requirements

Criminal Background Check: required
Drivers License Check: required