

SNOHOMISH COUNTY INTERNSHIP DESCRIPTION

INTERN – SUPERIOR COURT, JUVENILE DIVISION, SOCIAL WORK/FAMILY ASSISTANCE INTERN

Spec No. 9213

SNOHOMISH COUNTY INTERNSHIP PROGRAM

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

BASIC FUNCTION

To provide general program assistance to Snohomish County Superior Court - Juvenile Division, Family & Juvenile Court Improvement Program.

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

Work with the Family & Juvenile Court Improvement Program Manager to:

1. Identifies community supports and services that can assist families and their children who are engaged with the courts at Denney Juvenile Justice Center (DJJC).
2. Coordinates involvement of community agencies and service providers at DJJC.
3. Tracks involvement of agencies/providers and engagement in supports/services by clients.
4. Compiles data for reporting on Dependency and UFC cases.

STATEMENT OF OTHER INTERNSHIP DUTIES

5. Assists clients in Dependency and UFC cases to complete basic forms and court documents.
6. Assists in coordinating training, mentoring, and other supports.
7. Assists in developing new and innovative approaches to Dependency and UFC cases.
8. Attends various Superior Court departmental meetings.
9. Attends various Courtroom Hearings.

MINIMUM QUALIFICATIONS

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may provide proof of summer or fall enrollment.

Must have completed two full academic years of study at an accredited college or university by the beginning of the internship and be enrolled in a program of study that is related to Criminal Justice, Human Services, Social Work or Education and hold a 3.0 GPA on the date of application.

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PREFERRED QUALIFICATIONS

Working toward a Master's Degree in Social Work or related field.

SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

KNOWLEDGE AND ABILITIES

Increase Intern knowledge of:

- the principles of dependency and the Family & Juvenile Court Improvement Program
- the dependency process and different services and supports
- court processes and compliance requirements
- computerized applications and court procedures

Increase Intern ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- work within a court environment
- handle multiple tasks efficiently in a busy court and/or office environment
- independently organize tasks and work in a team environment
- establish and maintain effective work relationships with all levels of court/county management and staff, representatives of other agencies and the general public
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other network applications as applicable

SUPERVISION

Intern will report to the Family & Juvenile Program Manager. The work is reviewed through periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual court and office environment and may include meetings or trainings offsite.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: March 2017

EEO Category: 5 – Paraprofessionals

Intern Wage: Unpaid

Workers Comp: Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage