

PIERCE COUNTY JUVENILE COURT



Volunteer Opportunity Description Guide

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PIERCE COUNTY JUVENILE COURT VOLUNTEER SERVICES

Volunteers at the Juvenile Court are working to improve the quality of life in the Pierce County community. Contributing in any one of the Court programs that involves community input depends on knowledgeable, reliable, and effective volunteers who are trained and competent workers - people who are open to new experiences, eager to learn, and ready to use their skills in a responsible way to help meet the needs of troubled youth in troubled times.

Volunteering can help a person develop their full potential while also serving the larger society. A volunteer experience can help a person grow in self-confidence, learn to analyze unfamiliar problems, deal with changing situations, gain valuable experience, and work cooperatively and productively with others. Voluntary service not only trains people for good citizenship, it offers a perspective that can influence career choices and values for a lifetime.

The Pierce County Juvenile Court (PCJC) is a County agency designed to serve the public. Employed staff oversees the operation and supervision of the programs that may be conducted by volunteers and/or other employed personnel. The building is also known as Remann Hall.

Volunteers make special contributions at every level of the organization. While the number of volunteers exceeds staff however, volunteers do not replace staff but rather work as a supplement to and in partnership with paid staff. Volunteerism at the PCJC is open to the community at large and helps link the agency to the community.

The quality of volunteer services is vital to the accomplishment of the Court's mission and goals. The mission of the Pierce County Juvenile Court is to provide equal justice for those children who come before us, to advocate for those children who have no advocate, and to provide leadership in the field of juvenile corrections and rehabilitation.

Everybody can be great because *anybody* can serve...

You *don't* have to have a college degree to serve...

You *don't* have to make your subject and your verb agree to serve...

You *don't* have to know the second theory of thermodynamics in physics to serve...

You only need a heart full of grace and

A soul generated by love.

~Martin Luther King, Jr.

GENERAL REQUIREMENTS FOR PCJC VOLUNTEER OPPORTUNITIES:

All volunteer opportunities at the Juvenile Court have some common requirements. Requirements applicable to all volunteer opportunities are the following:

- ◆ A genuine caring, respect, and concern for troubled youth.
- ◆ A mature attitude and good judgment.
- ◆ A neat and clean appearance appropriate for the assignment.
- ◆ Dependability and punctuality.
- ◆ A non-judgmental attitude toward youth.
- ◆ Awareness for the need to maintain security.
- ◆ Ability to maintain strict confidentiality by not disclosing information about staff or youth.
- ◆ Honesty, integrity, stability, and good character.
- ◆ Honest and thorough completion of the Application for Volunteer Placement.
- ◆ Confidential Reference forms completed and returned to the Court by at least two reference providers.
- ◆ Submit to and pass a background check, which includes an FBI, State Patrol, Department of Licensing (DOL) and reference check.
- ◆ The answers to the questions on the application and the results of the background check information must exhibit honesty.
- ◆ Complete all required training(s) and observations, read a training manual or a handout, and attend a four (4) hour Cultural Diversity Training.
- ◆ Accurately record all Court volunteer hours.
- ◆ Responsible to the Volunteer Services Coordinator.

The following section is a listing of volunteer opportunity descriptions. Responsibilities may vary from minimal involvement to maximum participation. How comfortable, skilled, and involved you wish to become can be tailored, within reason, to your desires, time constraints, and talents relative to these positions.

COURTROOM ESCORT

SUMMARY: Work with courtroom security, court clerks, attorneys, probation officers and detention staff as a courtroom escort and liaison to assure a smooth process for assisting youth and families awaiting court.

RESPONSIBILITIES:

- Compare current arraignment docket with the security control's assignment sheet.
- Be certain that all names are included and delete any released juveniles.
- Escort juveniles and/or families in and out of the courtroom for hearings.
- Open the courtroom door for people entering and exiting.

TRAINING, EDUCATION AND EXPERIENCE:

- Familiarity and general understanding of legal terminology, courtroom process and juvenile law.

SKILLS:

- Must be mature, dependable, and suitably dressed for the courtroom.
- Must maintain strict confidentiality and a professional relationship with staff and clients.

REQUIREMENTS:

- Must be at least age 21.
- Must have a high school diploma or GED.
- Ability to interact positively with people who are under stress.
- Ability to work closely with a variety of people.
- Ability to take direction and follow through.
- Ability to maintain composure at all times.
- Must pass a thorough background check.
- Must complete screening and interview process.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by the Court Services Manager.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- To be arranged during court hours.
- Flexible to accommodate court calendar.
- A minimum of four hours per week for six months.

OFFICE ASSISTANT

SUMMARY: An office assistant will perform a variety of support services and office tasks specific to the Court Services department of the Juvenile Court.

RESPONSIBILITIES:

- File, search and assist in updating legal documents and files.
- Obtain information from the State Juvenile Computer System (JCS).
- Preparing, scanning documents, microfilming, and shredding documents.
- Gain familiarity and general understanding of legal terminology, courtroom procedures, and the law.
- May perform other related tasks as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

- Background in clerical skills or course work in a related field preferred.
- General knowledge of office practices, equipment and procedures preferred.
- Be able to file accurately.
- Possess good typing skills (minimum of 35 wpm), telephone skills, and the ability to take and relay accurate messages.
- Knowledge of MS Office programs (EXCEL, WORD, OUTLOOK, ACCESS, etc.) preferred.
- Training with supervisory staff is provided.

SKILLS:

- Possess and demonstrate good organizational and communication skills (both verbal and written).
- Must be dependable and a self-starter with the ability to work independently.
- Possess the ability to maintain confidentiality regarding Juvenile Court staff and clients.
- Have a pleasant, mature personality and possess the ability to maintain good working relationships with staff, public, clients and volunteers.
- Display and maintain all aspects of a professional demeanor, including representing the program in a professional manner, and being suitably dressed in business attire.

REQUIREMENTS:

- Must be at least 18 years of age.
- Must have a high school diploma or GED.
- Must pass a thorough background check.
- Must complete a screening and interview process.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIPS:

- Supervised by the Court Services Manager.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- A minimum of once a week, for three months, between the weekday hours of 8:00 a.m. and 5:00 p.m.
- Time is negotiable.

CASA/GAL (COURT APPOINTED SPECIAL ADVOCATE/GUARDIAN AD LITEM)

SUMMARY: A Court Appointed Special Advocate (CASA) is a **volunteer** appointed by the Court to advocate for the best interest of a child who is alleged to have been abused or neglected. In order to do this, the CASA/GAL must *investigate* the facts of the case, *recommend* a course of action to the Court, *explain* the Court's findings to the child, *facilitate* the resolution of the presenting problems, and *monitor* progress.

RESPONSIBILITIES:

- Challenge the system to do what it should be doing without being confined by the established legal and social work professions.
- Ensure that the system acts responsibly towards the child.
- Provide consistent follow-up on the case progress and the parties' compliance with the Court orders.
- Thoroughly research assigned case, influencing what is included in the case plan.
- Be a full party to the Court proceedings and have access to all Court documents relating to the case.
- Review case documents, maintain complete records, and speak with relevant individuals.
- Focus not on the guilt/innocence issues, but rather on the information that relates to the child's welfare.
- Bring significant changes in the family situation to the Court's attention.
- Advocate for the child's best interest, including permanency planning.
- Conduct an independent assessment of the case facts/issues from the prospective of a neutral third party.
- Question social workers about the appropriateness of case plans.
- Develop recommendations for the Court, which are included in a written report.
- Participate in all hearings and settlements.
- Report volunteer hours monthly to Volunteer Services.
- Attend ongoing training workshops (12 hours per year.)

THINGS A CASA DOES NOT DO:

- ❖ The CASA *does not* diagnose when a child has special needs (i.e., medical, educational, or psychiatric), but rather observes behaviors and make the necessary recommendations for counseling, treatment, or medical attention.
- ❖ The CASA *does not* become a friend to the child and help them through rough times or take them on overnight visits.
- ❖ The CASA *does not* provide a home for the child.
- ❖ The CASA *does not* arrange for the child's placement, medical treatment, or manage the case plan for the social worker.
- ❖ The CASA *does not* supervise but rather observes visitation between parents and children.
- ❖ The CASA *does not* file legal documents with the Court without assistance of counsel or a CASA supervisor.
- ❖ The CASA *does not* contact the judge directly to discuss a case.
- ❖ The CASA's legal role is not to prove or disprove the allegations in Dependency Petitions.

TRAINING, EDUCATION AND EXPERIENCE:

- Post high school education preferred.
- Must study the CASA/GAL Training Manual prior to and attend the four-day training.
- Must observe Dependency Court prior to the CASA/GAL training.

SKILLS:

- Interest in youth, their rights, and special needs.
- Ability to work with a child, family members, and professionals, using tact, concern and basic human relations skills.
- Must possess excellent written and oral communication skills.
- Ability to be objective and maintain confidentiality.
- Must possess professional attributes of diplomacy, objectivity, decision-making ability, appearance, demeanor, and the ability to function in an adversarial situation.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must attend Court hearings on assigned case.
- Maintain an up-to-date and complete file on each case assigned.
- Must adhere to deadlines and timetables involving an assigned case.
- Must turn in all reports *on time* or early.
- Must make physical contact with children in their placement homes monthly.
- Must have a telephone and be available and responsive by email.
- Must have valid driver's license and a good driving record.
- Must pass a thorough background check.
- Must complete a screening and interview process.
- Must attend a four-hour Cultural Diversity Training and successfully complete a four-day CASA Training Course.

RELATIONSHIP:

- Supervised by the GAL/CASA Coordinator.
- Responsible to the GAL/CASA Coordinator, the Dependency Supervisor, and the Volunteer Services Coordinator.

TIME COMMITMENT:

- Must be willing to commit to a chosen case for the duration of that assignment (Average duration of a case is 18 months to 2 years).
- Investigation and preparation for the first court hearing is generally 15 hours over a six-week period.
- Monitor court orders and prepare for twice-yearly review hearings: average 5-10 hours per month.

CASA RECRUITMENT TEAM MEMBER

SUMMARY: To raise awareness about the CASA program and to recruit volunteers in the community.

RESPONSIBILITIES:

- Make speaking appearances at businesses and organizations to raise awareness about the CASA program and its need for more volunteers.
- Represent the CASA Program at various community fairs and events.
- Participate in other CASA recruitment opportunities as requested and as available.

TRAINING, EDUCATION AND EXPERIENCE:

- Post high school education preferred.
- High school diploma required.
- Experience as a CASA, or strong understanding of the CASA Program preferred.
- Public speaking experience preferred.

SKILLS:

- Strong interpersonal skills.
- Care and concern for children.
- Enthusiastic and energetic disposition/personality.
- Professional demeanor.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.
- Must have successfully completed the four-day CASA/GAL Training.
- Must have valid driver's license, proof of insurance, and a good driving record.

RELATIONSHIP:

- Supervised by a GAL/CASA Coordinator and the Dependency Supervisor.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Ability to commit to 4 - 6 events and/or speaking engagements per year.
- On call, as needed and as available.

BENEFITS:

- Opportunity to increase community awareness of child abuse and neglect.
- Greater knowledge of Community businesses and resources.
- Ability to meet new people and be part of a movement to keep children safe.
- Ability to enhance communication skills.

CASA TRAINING ASSISTANT

SUMMARY: Provide support to the Dependency Staff during the four-day CASA Core Trainings.

RESPONSIBILITIES:

- Room set-up/take down.
- Copying and distributing hand-outs.
- Sharing experiences as a CASA.
- Maintaining inventory of training supplies.
 - Experienced Training Assistants may be approved to:
 - Facilitate portions of the manual.
 - Answer questions posed by CASA trainees.

TRAINING, EDUCATION AND EXPERIENCE:

- Minimum of one year's experience as a CASA/GAL and successful completion of the CASA training.
- Additional social service experience desirable.
- Knowledge and understanding of child abuse/neglect issues and dynamics within families preferred.

SKILLS:

- Demonstrated ability to work cooperatively with others.
- Commitment to CASA's goals and mission.
- Strong interpersonal skills and pleasant demeanor.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by Guardian ad Litem/CASA Coordinator.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Estimated between two and twenty hours per month for a minimum of six months.
- Intermittent around volunteer's schedule and availability.

BENEFITS:

- Ability to gain experience in training CASA applicants.
- Deeper exposure to the dependency system, Juvenile Court staff, and court processes.
- Ability to enhance communication, training, and leadership skills.

CASA TRAINING MEAL COORDINATOR

SUMMARY: Coordinate the meals provided for CASA applicants during their four-day CASA Core Training.

RESPONSIBILITIES:

- Supervise and coordinate preparations with other CASA Training Meal Servers.
- Maintain records regarding menus and purchases.

TRAINING, EDUCATION AND EXPERIENCE:

- Possess a Food Handler's Permit.
- Experience developing menus and serving meals to groups preferred.
- High school diploma required.

SKILLS:

- Ability to work cooperatively with others in a group setting.
- Commitment to CASA's goals and mission.
- Possess strong interpersonal and leadership skills and a pleasant demeanor.
- Ability to keep organized, detailed records.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by a Guardian ad Litem/CASA Coordinator.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Approximately twenty (20) hours per month, for a minimum of three (3) months.

BENEFITS:

- Gain experience in menu design and meal preparation.
- Opportunity to meet new people and be part of a movement to keep children safe.
- Exposure to the dependency system, juvenile court staff, and court processes.

CASA TRAINING MEAL SERVER

SUMMARY: Prepare, serve and clean up after meals served during the four-day CASA Core Training.

RESPONSIBILITIES:

- Prepare, serve and clean up following a continental breakfast, lunch and snacks for each day of CASA training.
- Inventory paper and plastic goods as requested by the Meal Coordinator.
- Other responsibilities as requested.

TRAINING, EDUCATION AND EXPERIENCE:

- Possess a Food Handler's Permit.

SKILLS:

- Ability to work cooperatively with others in a group setting.
- Pleasant demeanor.
- Ability to take direction and follow through.

REQUIREMENTS:

- Must be at least age 18.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by the CASA Meal Coordinator and CASA Supervisor.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Approximately eight (8) hours per month for a minimum of three (3) months.
- Intermittent work as schedule allows.

BENEFITS:

- Gain experience in menu design and meal preparation.
- Opportunity to meet new people and be part of a movement to keep children safe.
- Exposure to the dependency system and Juvenile Court Staff.

DEPENDENCY CASE FILE REVIEWER

SUMMARY: Review active or archived dependency files for the purposes of providing a timeline, and summarizing the substance of the file.

RESPONSIBILITIES:

- Organize and review case files.
- Prepare timelines which include:
 - Child's placement history;
 - Provision of and participation/progress in services by each parent;
 - Review hearing dates and findings;
 - Dates termination petitions and continuances were filed and note reasons for significant event dates;
 - Record any other pertinent or requested information.
- Review evaluations of each parent/child, and provide a brief summary of:
 - Diagnosis and prognosis, and recommended services.
- Review treatment compliance reports/updates from service providers, and provide a brief summary of:
 - Attendance/participation; Progress; Any additional recommendations.
- Review files for current background checks on parents and relative placements; update if needed.

TRAINING, EDUCATION AND EXPERIENCE:

- CASA training desirable.
- Familiarity with legal forms and evaluations/treatment reports desirable.
- Familiarity with the dependency process and/or the Children's Administration desirable.
- Experience with Microsoft Office programs and good computer skills preferred.

SKILLS:

- Must be able to maintain strict confidentiality and a professional relationship with staff.
- Ability to organize information in a clear and concise manner.
- Must be mature, dependable, and suitably dressed for the office.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by a staff Guardian ad Litem (GAL).
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Minimum of a three-month commitment.
- Time and days are negotiable, Monday through Friday between 8:00 a.m. and 5:00 p.m.

DEPENDENCY COURT ASSISTANT

SUMMARY: Assist Juvenile Court Coordinator in gathering and processing dependency performance measures.

RESPONSIBILITIES:

- Review dependency files to gather data and statistics.
- Monitor and document statistical performance measures to create reports.
- Perform other court-related responsibilities as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

- Knowledge of general office procedures, computers and MS Office Programs strongly recommended.
- Some familiarity with legal terminology and the Juvenile Justice System is helpful.
- Must be able to organize information in a clear, concise, and accurate manner.

SKILLS:

- Must possess strong writing and communication skills.
- Must be able to maintain strict confidentiality and a professional demeanor.
- Must be able to work independently.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must complete a screening and interview process.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by the Family Court Coordinator.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Minimum of 6 hours a week for a minimum of three months. Days and times are negotiable.

DEPENDENCY COURT GREETER

SUMMARY: Greet CASAs and help them connect with parties on their case(s) and the Point Person for court.

RESPONSIBILITIES:

- Arrive at the courthouse 30 minutes before court hearings begin.
- Pick up a copy of the docket.
- Look at pictures of CASAs to help recognize them when they arrive.
- Greet CASAs as they arrive.
- Assist CASAs in locating the correct courtroom.
- Determine whether the CASA should have the Point Person sit with them during the hearing.

TRAINING, EDUCATION AND EXPERIENCE:

- CASA training desirable.

SKILLS:

- Outgoing, friendly personality.
- Enjoy working with people.
- Must be able to maintain confidentiality and have a professional demeanor.
- Ability to maintain clear and organized information.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by a Guardian ad Litem (GAL).
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Minimum of a three-month commitment.
- Time and days are negotiable, Monday through Friday during court hours.

BENEFITS:

- Court experience with juveniles.
- Opportunity to meet CASAs and other professionals.
- Opportunity to improve the court process.

DEPENDENCY COURT RUNNER

SUMMARY: Facilitate efficient dependency court dockets by assuring that all parties are present.

RESPONSIBILITIES:

- Arrive at courthouse at least 30 minutes before court hearings begin.
- Inform the Assistant Attorney Generals of your presence.
- Check lobbies for parties scheduled for court.
- Assist parties in locating the correct courtroom.
- Make copies of court orders if necessary.
- Other responsibilities as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

- CASA training desirable.

SKILLS:

- Outgoing, friendly personality.
- Enjoy working with people.
- Professional demeanor.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by a Guardian ad Litem (GAL).
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Minimum of a three-month commitment.
- Time and days are negotiable, Monday through Friday during court hours.

BENEFITS:

- Opportunity to meet CASAs, other court professionals and clients.
- Opportunity to enhance the efficiency of the court process.

DEPENDENCY DOCKET PREPARER

SUMMARY: Print the Dependency Dockets for Monday, Tuesday and/or Thursday and follow up with various Dependency reports.

RESPONSIBILITIES:

Print court dockets from LINX and perform the following responsibilities:

- Check the folder in Dependency Supervisor's office for reports each day.
- If reports are missing, check LINX to see if the hearings have been continued from a previous date; if they have been continued, look on the network and print the most current report.
- If the report hasn't been started by a staff GAL, e-mail them a reminder.
- If the CASA's rough draft is missing, check with either the CASA Coordinator or the appropriate clerical support staff.
- If there is a rough draft, verify with the CASA Coordinator or clerical support staff to see if it is being processed.
- Send out various reminders, if necessary, to CASA volunteers, their Coordinators and/or the GAL's.

TRAINING, EDUCATION AND EXPERIENCE:

- Must be proficient in Microsoft Office programs (Word, Excel, Outlook, etc.) and have good computer skills.
- Knowledge of general office practices and procedures.
- Knowledge of basic office equipment.

SKILLS:

- Good organizational and communication skills.
- Ability to work independently.
- Must be mature, dependable, and suitably dressed for the office.
- Must be able to maintain strict confidentiality and a professional relationship with staff.
- Ability to work well with a variety of people.
- Ability to understand and execute oral and written instructions.

REQUIREMENTS:

- Must be at least 18 years of age.
- Must have a High School Diploma or GED.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by the Dependency Supervisor.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Tuesday morning or afternoon preferred.
- Days and time are negotiable and to be arranged weekdays between 8:00 a.m. and 5:00 p.m., for a minimum of six months.

FAMILY TEAM DECISION MAKING (FTDM) MEETING PROXY

SUMMARY: Attend FTDM meetings when the Court Appointed Special Advocate (CASA/GAL) and/or Guardian ad Litem (GAL) is unavailable.

RESPONSIBILITIES:

- Meet with the CASA/GAL before the FTDM in person, by email, or by phone.
- Attend FTDMs.
- Ask appropriate questions and represent the assignment of the CASA/GAL or GAL.
- Bring back personal and official notes from FTDM to the CASA/GAL or the GAL.

TRAINING, EDUCATION AND EXPERIENCE:

- CASA training desirable.

SKILLS:

- Excellent listening skills.
- Must be able to maintain confidentiality and have a professional demeanor.
- Commitment to CASA's goals and mission.
- Good interpersonal and communication skills.
- Ability to keep organized, detailed, and legible records/notes.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by a Guardian ad Litem.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Dates and times are negotiable.
- On call, as needed, and as available for a minimum of three months.

BENEFITS:

- Opportunity to meet a variety of professionals, clients and families.
- Opportunity to give input regarding the best interests of abused child.
- Opportunity to build interpersonal and professional skills.

FOSTER HOME VISITOR

SUMMARY: Visitation with children in foster placements when the CASA/GAL is unavailable.

RESPONSIBILITIES:

- Meet with various CASA/GAL's in person, by email, or by phone.
- Make appointments with the children's caretaker.
- Conduct home visits.
- Fill out the *Home Visit Form* and return it to the CASA/GAL.

TRAINING, EDUCATION AND EXPERIENCE:

- CASA training desirable.

SKILLS:

- Good interpersonal and communication skills.
- Must be able to maintain confidentiality and have a professional demeanor.
- Ability to relate to and engage with children.
- Ability to keep organized, detailed, and legible records/notes.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.
- Must have valid driver's license and a good driving record.
- Must have a telephone and be available by email.

RELATIONSHIP:

- Supervised by a Guardian ad Litem (GAL).
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Dates and times are negotiable.
- On call, as needed, and as available for a minimum of three months.

BENEFITS:

- Experience interviewing.
- Experience observing abused children.
- Opportunity to increase comfort level with foster home visits.
- Opportunity to meet a variety of people/professionals.
- Opportunity to develop interpersonal skills.

GUARDIAN AD LITEM (GAL) CASE AIDE

SUMMARY: Assist a Guardian ad Litem/CASA Coordinator in his/her daily responsibilities, interviewing families, monitoring Dependency cases, and utilizing office management skills.

RESPONSIBILITIES:

- Review dependency files and calendar upcoming Court dates.
- Attend interviews between Guardian ad Litem (GAL), child, and the family, and occasionally conduct interviews independently and document for the GAL.
- Assist in home visitation and conduct independent home visits.
- Make case-related phone calls to pertinent parties and document for the GAL.
- Attend and occasionally participate in court hearings and document proceedings for the GAL.
- Review and organize case files for the GAL.
- Monitor and document compliance with Dependency Court orders.

TRAINING, EDUCATION AND EXPERIENCE:

- Knowledge of general office procedures, computers and MS Office Programs strongly recommended.
- Experience working with people, specifically children, is an asset.
- Familiarity with legal terminology is helpful.
- Good writing and communication skills.
- CASA training desirable.
- Must be able to organize information in a concise manner.

SKILLS:

- Care and concern for children.
- Mature and stable person, able to remain objective.
- Must be able to maintain confidentiality and a professional demeanor.
- Must possess strong organizational skills
- Must be able to work independently.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must have valid driver's license and a good driving record.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by a staff Guardian ad Litem (GAL).
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Time and days are negotiable. Minimum commitment of 12 hours a week for six months, Monday through Friday between 8:00 a.m. and 5:00 p.m.

INTERIM CASA COORDINATOR

SUMMARY: Provide professional staff support to CASA volunteers, ensuring that dependent children receive sound advocacy and early permanency planning.

RESPONSIBILITIES:

- Supervise Court Appointed Special Advocates to:
 - Develop initial case plans.
 - Provide assistance, consultation and guidance as needed and when requested.
 - Review CASA/GAL reports to ensure program standards are maintained.
 - Maintain regular contact with CASAs.
 - Maintain files on all CASA cases, and be knowledgeable enough to cover for CASAs at staffing or court hearings.
- Attend CASA Coordinator meetings and assist in the evaluation of the program.
- Assist with CASA retention and recognition events/activities, if available.
- Attend in-service trainings and assist with coordination, if requested.

TRAINING, EDUCATION, AND EXPERIENCE:

- Bachelor's Degree or equivalent experience in social-service related field.
- Experience managing volunteers desirable.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect preferred.
- Experience as a CASA or GAL, social worker, or similar assignment required.

SKILLS:

- Ability to work cooperatively with others.
- Commitment to the goals and mission of the CASA Program.
- Strong interpersonal and leadership skills.
- Ability to communicate with, supervise, and empower volunteers to be effective in their roles.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- College background is preferred.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.
- Must have successfully completed the four-day CASA/GAL Training.

RELATIONSHIP:

- Supervised by the Dependency Supervisor.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Time is negotiable, on call, as needed, and as available, for a minimum of at least six months.

LEGAL ASSISTANT/ATTORNEY SUPPORT

SUMMARY: Assist the legal assistant and attorney in the processing of cases and research in the Juvenile Division of the Pierce County Juvenile Court Dependency and Truancy Units.

RESPONSIBILITIES:

- Conduct legal research.
- Assist in drafting and/or editing motions, responses to motions, and declarations in support/opposition to motions.
- Track and monitor status of cases.
- Other responsibilities as assigned.
- Contact CASAs and GAL for information.
- Compile case information/discovery.
- Document the results of telephone contacts and interviews.
- Provide service of legal papers.
- Make contact with parents, schools, probation officers and/or witnesses.
- Assignments will vary depending on workload needs, training, education, and length of the time commitment.

TRAINING, EDUCATION AND EXPERIENCE:

- Orientation to the Remann Hall facility.
- Review the Volunteer Training Manual.
- Training with the attorney and legal assistant.

SKILLS:

- Must be able to work independently and be task oriented.
- Good organizational skills.
- Possess excellent written and oral communication skills
- Must be able to maintain confidentiality.
- Interest in juvenile law/juveniles.

REQUIREMENTS:

- Must be at least 21 years of age.
- Paralegal/paralegal student or law student status preferred; pre-law student possible.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity training and a four-day CASA training course.

RELATIONSHIP:

- Supervised by the Dependency Services Supervising Attorney.
- May be assigned to other unit staff on specific tasks for training and supervision.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Minimum of eight hours a week, for three months, during regular office hours. (Office hours are Monday through Friday, 8:30-4:30 p.m.)

OFFICE ASSISTANT

SUMMARY: An office assistant will perform a variety of support services and office tasks specific to the Dependency department of the Juvenile Court.

RESPONSIBILITIES:

- File legal documents and reports.
- Obtain information/update records in the Legal Information Network Exchange (LINX).
- Update court reports.
- Process incoming and outgoing mail.
- Create fact-finding report templates and email to CASA volunteers and paid staff.
- Update the CASA Access database, as needed.
- May perform other related tasks as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

- Background in clerical skills or course work in a related field preferred.
- General knowledge of office practices, equipment and procedures preferred.
- Be able to file accurately.
- Possess good typing skills (a minimum of 35 wpm).
- Knowledge of MS Office programs (EXCEL, WORD, OUTLOOK, ACCESS, etc.) preferred.
- Possess good telephone skills and the ability to take and relay accurate messages.
- Training with supervisory staff is provided.

SKILLS:

- Possess and demonstrate good organizational and communication skills (both verbal and written).
- Must be dependable and a self-starter with the ability to work independently.
- Possess the ability to maintain confidentiality regarding Juvenile Court staff and clients.
- Possess flexibility and the ability to be objective.
- Have a pleasant, mature personality and possess the ability to maintain good working relationships with staff, public, clients and volunteers.
- Display and maintain all aspects of a professional demeanor, including representing the program in a professional manner, and being suitably dressed in business attire.

REQUIREMENTS:

- Must be at least 18 years of age.
- Must have a high school diploma or GED.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIPS:

- Supervised by the Support Services Supervisor or Department Manager.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- A minimum of once a week, for three months, between the weekday hours of 8:00 a.m. and 5:00 p.m.
- Time is negotiable.

PARENT - CHILD VISITATION OBSERVER

SUMMARY: Observes visits between parents and children when CASA/GAL's are unavailable.

RESPONSIBILITIES:

- Meet with various CASA/GAL's in person, by email, or by phone.
- Attend visits between parents and children.
- Fill out the *Home Visit Form* and return it to the CASA/GAL.

TRAINING, EDUCATION AND EXPERIENCE:

- CASA training desirable.

SKILLS:

- Good interpersonal and communication skills.
- Ability to work with children, family members, and professionals, using tact, concern and basic human relations skills.
- Commitment to CASA's goals and mission.
- Must be able to maintain confidentiality and have a professional demeanor.
- Ability to relate to and engage with children.
- Ability to keep organized, detailed, and legible records/notes.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must pass a thorough background check.
- Must have valid driver's license and a good driving record.
- Must have a telephone and be available by email.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by a Guardian ad Litem (GAL).
- Responsible to the GAL/CASA Coordinator, Dependency Supervisor and the Volunteer Services Coordinator.

TIME COMMITMENT:

- Dates and times are negotiable.
- On call, as needed, and available for a minimum of three months.

BENEFITS:

- Experience observing parent/child interactions.
- Experience reporting family observations.
- Opportunity to build objective reporting skills.
- Opportunity to meet a variety of people.

SHELTER CARE HEARING SCRIBE

SUMMARY: Attend the *Shelter Care Docket* and take notes for Dependency staff.

RESPONSIBILITIES:

- Arrive at Dependency Court by 1:00 p.m.
- Connect with the Assistant Attorney General and get case names of Shelter Care Hearings.
- Fill out the Shelter Care Hearing Note Form for each case.
- Return the forms to the Dependency Unit Supervisor.

TRAINING, EDUCATION AND EXPERIENCE:

- CASA training desirable.

SKILLS:

- Possess excellent listening skills.
- Maintain confidentiality and have a professional demeanor.
- Ability to take good, legible notes.
- Good communication skills – both oral and written.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by a Guardian ad Litem.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Dates are negotiable during Monday through Thursday, from 1:00 to 2:30 p.m.

BENEFITS:

- Court experience.

ALCOHOLICS ANONYMOUS REPRESENTATIVE

SUMMARY: Coordinate or participate in an Alcoholics Anonymous meeting once a week for PCJC detainees.

RESPONSIBILITIES:

- Encourage youth to attend AA meetings.
- Develop an atmosphere of familiarity with the AA Program.
- Explain the AA Program to youth and how to utilize it to sustain sobriety.
- Provide an opportunity for youth to attend AA meetings.

TRAINING, EDUCATION AND EXPERIENCE:

- A minimum of one year sobriety.
- Must be a current member of Alcoholics Anonymous for a minimum of one year.

SKILLS:

- Must exercise mature decision making.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have genuine concern for drug and alcohol related youth.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by the Detention Manager and AA Coordinator.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- A one-hour AA meeting, once a week, for a minimum of one year.

JUVENILE DETENTION OFFICER (JDO) INTERN

SUMMARY: To learn and assist in the custodial and therapeutic functions of a Juvenile Detention Officer.

RESPONSIBILITIES:

- Assist in the responsibilities of a Detention Officer.
- Assist in addressing juvenile needs.
- Assist in performing basic routine care.
- Intervene and assist in detainee problem solving.
- Assist in leading or directing groups of youth.

TRAINING, EDUCATION AND EXPERIENCE:

- Experience leading or directing groups preferred.
- Interest in a Juvenile Justice career.
- Knowledge of the Juvenile Justice System.
- Experience with at-risk youth.

SKILLS:

- Able to communicate and relate well with youth from different backgrounds and cultures.
- Possess a balanced and inventive disciplinary style.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.
- Able to maintain confidentiality.
- Must be mature, responsible, and able to handle stress well.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must be enrolled in a Criminal Justice educational program preferred.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Assigned to a Juvenile Detention Officer and supervised by the Detention Supervisors.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Regularly scheduled shift work at least twice a week – weekends or weekdays.

MINISTRY VOLUNTEER

SUMMARY: Participate in religious services and follow-up activities for youth in detention. Mentor and help connect youth with services.

RESPONSIBILITIES:

- Attend at least one service or religious activity each week.
- Interact with youth in detention after religious services.
- Build mentoring relationships with youth in detention.
- Encourage, support and mentor youth upon release from detention.

TRAINING, EDUCATION AND EXPERIENCE:

- Complete denominational requirements for religious training of youth.
- Receive a tour of the Remann Hall facility and observe criminal court.

SKILLS:

- Work well with others in a team setting.
- Must have a desire for continued growth in a religious practice.
- Be faithful in keeping commitments to youth and the volunteer program.
- Must be able to work with troubled youth from various socioeconomic and diverse backgrounds.
- Must be able to maintain confidentiality, care and concern for at-risk youth.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 18 years of age.
- Must have a high school diploma or GED.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by the Detention Manager and team leader from Youth for Christ.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Participate *at least* once per week in religious services and/or activities.
- Requires a minimum of a one-year commitment to the program.

NARCOTICS ANONYMOUS REPRESENTATIVE

SUMMARY: Coordinate a Narcotics Anonymous meeting once a week for Remann Hall residents.

RESPONSIBILITIES:

- Encourage youth to voluntarily attend NA meetings.
- Develop an atmosphere of familiarity with the NA program.
- Explain to youth the NA program and how to utilize it to sustain abstinence.
- Provide an opportunity for youth to make beneficial contacts with people involved in NA.

TRAINING, EDUCATION AND EXPERIENCE:

- Must be a member of Narcotics Anonymous involved with the Hospitals & the Institutions Sub-Committee.
- Must be familiar with the 12-Step Program – both steps and traditions.

SKILLS:

- Must possess mature decision making.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.
- Must have a genuine concern for youth with chemical dependency problems.

REQUIREMENTS:

- Must be at least age 21.
- Must have a minimum of one year clean-time (drug-free).
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by the Detention Manager.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- A minimum of a one-hour session, once a week, for six months.

WEEKEND ALTERNATIVE DETENTION PROGRAM ASSISTANT

SUMMARY: Assist the Alternative Detention Services staff with structured activities in the supervision, instruction, recreation, and education of youth on probation.

RESPONSIBILITIES:

- Assist and supervise youth in skill-building assignments.
- Co-instruct skills training classes.

TRAINING, EDUCATION AND EXPERIENCE:

- Experience in leading groups desirable.

SKILLS:

- Be able to relate well with youth.
- Must have relaxed, pleasant personality and not become easily intimidated.
- Possess good verbal skills and clear speech patterns.
- Must be motivated and adaptable.
- Able to work as a team member, as well as independently.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must be able to maintain strict confidentiality.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Assigned to work directly with Detention staff.
- General supervision by the Detention Manager.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- The Alternative Detention Program is conducted on Saturday and Sunday, several weekends a month, from 9:00 a.m. to 4:00 p.m.
- Must commit to a minimum of one weekend per month for six months, *or* two or more weekends per month for three months.

CASE MANAGER AIDE

SUMMARY: Assist the Diversion Case Manager with individual appointments. Keep statistics, monitor case files, and monitor community service placements.

RESPONSIBILITIES:

- Meet with diverted juveniles and their guardian(s) to explain Diversion.
- Discuss options and if appropriate, determine terms of the Diversion Agreement.
- Keep in regular contact with youth by phone/mail regarding assigned requirements of Diversion Agreements.
- Fill out necessary forms and informational data pertinent to individual cases.
- Document and date all telephone calls and contacts which involve clients.
- Communicate concerns or problem areas to the Diversion Case Manager.
- Cultivate existing and establish new community service sites by phone or in person.
- Monitor community service placements, seminars, counseling, school attendance, curfew and area restrictions.
- Follow-up in writing with the site supervisors for the purpose of thanking them for their participation, addressing common problems and improving the working relationship between the Court and the community service placement.
- Assignment requires a great deal of contact with the public.

TRAINING, EDUCATION AND EXPERIENCE:

- Knowledge of interviewing techniques is helpful.
- Experience working with young offenders and the public is desirable.
- Familiarity with legal terminology and juvenile law helpful.
- Must possess competent communication and writing skills.
- Good public relations and organizational skills.

SKILLS:

- Must be a mature, responsible person who is able to handle stressful situations.
- Be able to maintain confidentiality and represent a professional appearance.
- Must have the ability to work independently and maintain clear and organized information.
- Possess the ability to establish a good rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 18 years of age and/or have Community Accountability Board experience.
- Must have a good driving record.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by the Diversion Coordinator and the Diversion Supervisor.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Minimum of 15 hours per week, for six months, arranged between 8:00 a.m. and 5:00 p.m. weekdays.

COMMUNITY ACCOUNTABILITY BOARD (CAB) MEMBER

SUMMARY: Participate as a member of a three-person Board which meets with juvenile offenders and their guardians for the purpose of explaining and offering Diversion as an alternative to Court proceedings. In those cases where families desire Diversion, the referring offense and circumstances surrounding it will be discussed. The Community Accountability Board (CAB) will then determine consequences designed to hold the youth responsible for his/her actions and provide accountability to the community and to the victim.

RESPONSIBILITIES:

- Attend scheduled CAB meetings twice a month.
- Interview youth and guardian(s) in regard to the offense.
- Determine (with other CAB members) the consequences of the offense.
- Present consequences to the youth and guardian(s) in the form of a Diversion Agreement.
- Fill out the necessary forms and informational data sheets, which are pertinent to individual cases.

TRAINING, EDUCATION AND EXPERIENCE:

- Must be objective and able to communicate with people and work in a group process.
- Must conduct oneself in a professional manner.
- Must maintain confidentiality of cases.
- Must be able to acquire a working knowledge of the legal aspects of Diversion.
- Must treat each case individually and without prejudice.

SKILLS:

- It is imperative that individuals volunteering in this capacity be objective, dependable and patient.
- Possess the ability to establish a good rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 18 years of age or at least a junior in high school.
- Business-casual attire is required.
- Must observe two CAB sessions and one educational seminar prior to the training session.
- Must pass a thorough background check.
- Must attend one four-hour Cultural Diversity Training and one six-hour Diversion Training Course.
- Must complete a thorough study of the training manual prior to training.

RELATIONSHIP:

- Supervised by a Community Accountability Board Consultant.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Two weekday evenings per month from 6:00 p.m. to 9:00 p.m. for a minimum of one year.

OFFICE ASSISTANT

SUMMARY: An office assistant will perform a variety of support services and office tasks specific to the Diversion Department.

RESPONSIBILITIES:

- Search for dormant files to be activated.
- Type labels, cards, and record of contacts for first-time offenders.
- Send correspondence to parents regarding the disposition of cases.
- Enter the disposition information into the Juvenile and Corrections System (JCS).
- Close out and file Diversion cases.

TRAINING, EDUCATION AND EXPERIENCE:

- Background in clerical skills or course work in a related field preferred.
- General knowledge of office practices, equipment and procedures preferred.
- Be able to file accurately.
- Possess good typing skills (a minimum of 35 wpm).
- Knowledge of MS Office programs (EXCEL, WORD, OUTLOOK, ACCESS, etc.) preferred.
- Possess good telephone skills and the ability to take and relay accurate messages.
- Training with supervisory staff is provided.

SKILLS:

- Possess and demonstrate good organizational and communication skills (both verbal and written).
- Must be dependable and a self-starter with the ability to work independently.
- Possess the ability to maintain confidentiality regarding Juvenile Court staff and clients.
- Possess flexibility and the ability to be objective.
- Have a pleasant, mature personality and possess the ability to maintain good working relationships with staff, public, clients and volunteers.
- Display and maintain all aspects of a professional demeanor, including representing the program in a professional manner, and being suitably dressed in business attire.

REQUIREMENTS:

- Must be at least 18 years of age.
- Must have a high school diploma or GED.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIPS:

- Supervised by the Diversion Support Services and the Department Manager.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- A minimum of once a week, for three months, between the weekday hours of 8:00 a.m. and 5:00 p.m.
- Time is negotiable.

VOLUNTEER OPPORTUNITY DRUG & ALCOHOL TREATMENT SERVICES (RHADD)

DRUG AND ALCOHOL COUNSELOR AIDE

SUMMARY: Assist Drug and Alcohol Counselors in clinical counseling, testing, and educational activities with youth on probation.

RESPONSIBILITIES:

- Work directly under the supervision of a qualified chemical dependency (CD) counselor.
- Administer, score and record screening test(s).
- Assist CD Specialists in history intakes, assessments, and treatment.
- Participate in drug/alcohol education and group therapy.
- Facilitate group therapy, individual counseling, educational class sessions, aftercare, and follow-up groups, depending upon education and experience.
- Perform referral services as deemed appropriate by the supervisor.
- Answer the telephone and relay messages in the absence of other staff.
- Prepare progress reports for attorneys, court, probation department, and others.
- Perform various responsibilities as assigned by the supervisor.

TRAINING, EDUCATION AND EXPERIENCE:

- College education and/or experience in the drug and alcohol field preferred, including family history awareness.
- Have obtained nine quarters/six semester credits from accredited college, with a minimum of three quarters/two semester credits in each of the following courses to receive maximum responsibilities:
 - Survey of chemical dependency.
 - Physiological actions of alcohol and other drugs.
 - Chemical dependency counseling techniques.

SKILLS:

- Exercise wide latitude for mature decision making.
- Maintain strict confidentiality and professional demeanor with staff/clients.
- Have a genuine concern for drug and alcohol related youth.
- Maintain a high standard of professional ethics.
- Have the ability to work well with multi-ethnic clientele and Court staff.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 21 years of age and have a high school diploma or GED.
- Must have no history of alcohol or other drug misuse for a period of two years.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by a certified Drug and Alcohol Counselor or Supervisor.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- 15-20 hours per week, for a minimum of six months.

MEDICAL / MENTAL HEALTH HISTORY INTERVIEWER

SUMMARY: Interview detained youth to obtain medical and mental health background information.

RESPONSIBILITIES:

- Provide an in-depth medical and mental health interview/screening of newly admitted youth in detention.
- Obtain pertinent medical and mental health information (i.e., last doctor's visit, illnesses, immunization history, allergies, drug/alcohol use, etc.).
- Obtain specific information concerning hereditary diseases common to certain ethnic groups.
- Record general health information such as current medications, dental health, or chronic medical problems as reported by youth.

TRAINING, EDUCATION AND EXPERIENCE:

- General understanding of health terminology and information desirable.
- Experience working with juveniles and/or the medical profession is desirable.

SKILLS:

- Ability to interview, converse and relate well with juveniles.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.
- Able to maintain confidentiality and present a professional appearance.
- Ability to maintain clear and organized information.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must maintain strict confidentiality.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by the Medical Services Coordinator.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Minimum of two hours per week for three months.
- Days and times negotiable.

MENTAL HEALTH UNIT CLINICAL INTERN

SUMMARY: To provide interviews and crisis assessments to facilitate appropriate mental health services for residents of Remann Hall.

RESPONSIBILITIES:

- Conduct individual interviews with youth to facilitate appropriate mental health services while in detention and release.
- Obtain relevant mental health data to facilitate appropriate service and/or intervention.
- Provide brief therapy services for detained youth.
- Consult with Remann Hall staff and professionals in the community to facilitate appropriate care for youth while in detention.
- Maintain written documentation of all contacts with youth in accordance with state and agency policies.
- Attend weekly supervision sessions with the clinical supervisor as well as other meetings/trainings that are associated with the assignment.

TRAINING, EDUCATION AND EXPERIENCE:

- Crisis intervention experience very desirable.
- General knowledge of issues facing at-risk youth (i.e., drug/alcohol, gangs, etc.) preferred.

SKILLS:

- Good communication skills – both oral and written.
- Ability to maintain confidentiality and work in a professional manner with a diverse population of youth.
- Establish and maintain a good rapport with staff, public, clients, and other volunteers.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must be in an approved/accredited graduate internship program.
- Must complete a screening and interview process.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Clinically supervised by the Mental Health Professional.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- Time to be arranged with the Mental Health Professional, for a minimum of six (6) months.

PROBATION CASE-AIDE (COMMUNITY SUPERVISION & INTAKE/INVESTIGATION UNITS)

SUMMARY: Assist a Probation Officer in monitoring juvenile offenders and verifying compliance with court orders.

RESPONSIBILITIES:

- Work directly with the assigned Probation Officer.
- Provide good, positive role modeling, while maintaining a professional demeanor.
- Maintain contact with youth, parents, outside agencies and schools, via telephone or in person, and report back to the Probation Officer.
- Keep accurate and appropriate written documentation; file documents in case files and assist in monitoring case plans.
- Keep the Probation Officer informed of all contacts and activities with the youth, family, school and other community agencies.
- Perform other responsibilities as assigned by the Probation Officer.

TRAINING, EDUCATION AND EXPERIENCE:

- Have some knowledge of the Juvenile Justice System.
- Must possess competent oral and written communication skills.
- Able to work with difficult, troubled youth from various socioeconomic and diverse backgrounds.

SKILLS:

- Must be able to maintain confidentiality, care, and concern for at-risk youth.
- Must be mature, responsible, and able to handle stress well.
- Able to maintain confidentiality and present a professional appearance.
- Ability to work independently when instructed to do so by the Probation Officer.
- Possess good writing skills.
- Ability to maintain clear and organized information.
- Possess the ability to establish a rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must have valid driver's license, and a good driving record.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by a Probation Counselor.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- A minimum of 10-12 hours a week, to be arranged weekdays between 8:00 a.m. and 5:00 p.m., for a minimum of six months.

INSTRUCTIONAL AIDE

SUMMARY: Assist the teacher with instructing students in basic skills and personal interaction.

RESPONSIBILITIES:

- Work with designated students in the classroom or an adjoining room on basic skills of math, reading and writing.
- Direct students to necessary reference books and resources.
- Address special needs of students requiring individual tutoring who have been identified by the instructor for special attention.
- Monitor youth during weekly presentations, lectures or films.
- Ensure youth are working on academic subjects.
- Assist in administering and correcting class assignments.
- Make sure students have proper supplies.
- Organize student folders.
- Orient new students to classroom rules and assignments.
- Photocopy when needed.
- Other responsibilities as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

- Specific areas of instruction can be incorporated, depending on experience.
- Experience teaching or tutoring youth is helpful.
- Must have a mastery of basic language and math skills.

SKILLS:

- Ability to be patient and give clear instructions.
- Must be flexible and interact well with youth.
- Possess the ability to establish a good rapport with at-risk youth, while maintaining appropriate boundaries.

REQUIREMENTS:

- Must be at least 18 years of age.
- Must have a high school diploma or GED.
- Must pass a thorough background check.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIP:

- Supervised by the assigned classroom teacher.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- A minimum of once a week, for three months, during weekday school hours.

OFFICE ASSISTANT (Varies by Department)

SUMMARY: An office assistant will perform a variety of support services and office tasks specific to the various departments of the Juvenile Court.

TRAINING, EDUCATION AND EXPERIENCE:

- Background in clerical skills or course work in a related field preferred.
- General knowledge of office practices, equipment and procedures.
- Be able to file accurately.
- Possess good typing skills (a minimum of 35 wpm).
- Knowledge of MS Office programs (EXCEL, WORD, OUTLOOK, ACCESS, etc.) preferred.
- Good telephone skills and the ability to take and relay accurate messages.
- Training with supervisory staff is provided.

SKILLS:

- Possess and demonstrate good organizational and communication skills (both verbal and written).
- Must be dependable and a self-starter with the ability to work independently.
- Possess the ability to maintain confidentiality regarding Juvenile Court staff and clients.
- Possess flexibility and the ability to be objective.
- Have a pleasant, mature personality and possess the ability to maintain good working relationships with staff, public, clients and volunteers.
- Display and maintain all aspects of a professional demeanor, including representing the program in a professional manner, and being suitably dressed in business attire.

REQUIREMENTS:

- Must be at least 18 years of age.
- Must have a high school diploma or GED.
- Must pass a thorough background check.
- Orientation to the PCJC facility and review of the Volunteer Training Manual.
- Must attend a four-hour Cultural Diversity Training.

RELATIONSHIPS:

- Supervised by the Support Services Supervisor or Department Manager.
- Responsible to the Volunteer Services Coordinator.

TIME COMMITMENT:

- A minimum of once a week, for three months, between the weekday hours of 8:00 a.m. and 5:00 p.m.
- Time is negotiable.