

Internship Job Description

Duties

Working with the case manager to call families to check up on status. Help them find community service opportunities, get signed up for jury duties, and classes.

Reminder calls for volunteers of weekend community service events.

Recording updated information in the case files.

Help with production and processing of weekly Notice to Appear, and Post Court Letter.

Observing and then conducting exit interviews with the defendant and family.

Assisting in a Peer Court Proceeding at least once or twice during the internship period.

General Office duties: filing, answering phones, working within Microsoft Word, Excel, Access, and Outlook.

Basic requirements

Basic phone and computer skills, we are willing to train and tailor those skills. Maintain a professional and polite demeanor while making calls, or interacting with defendants and their families. Willingness to take direction and work as a team member, and commitment to the hours agreed upon. Please understand that when dealing with juveniles confidentiality is always a concern. We take a very serious stand against discussing personal details of the cases outside the office, and revealing names or contact information with other parties.

Training/ orientation offered

All interns will work closely with the office manager until fully trained. We have an office manual set up specifically for our interns, and we invite questions. Case management requires a huge amount of attention to detail and excellent phone etiquette; we are here to coach the interns through that learning process as they need.

Our interns will leave with practice in writing accurate case notes, improved phone skills, and a better understanding of juvenile law and the criminal justice field. This is a great organization to work with if you are interested in going into probation, social work or law enforcement.

Measurable goals

To get a general overview of the various aspects of the various aspects of the Peer Court Program: attend and/or participate in 3 Peer Court Hearings, 10 exits interviews, and at least once with our prevention programs: Coroner's Visitation Program, Juvenile Justice Unit, Reach Back Program.

Regular weekly case management of 50 assigned cases (with support and guidance of the Case Manager). Success will be measured by number of cases closed at the end of the internship, and by number of case management calls per week.

Further Description of Prevention Programs

Coroner's Visitation Program: This bi-monthly program is a joint effort between the Peer Court office, and the Placer County Sheriff Coroner-Marshal Department. The students that attend hear about the job of the coroner's office, the life and tragic death of two local victims of fatal crashes, the dangers of driving under the influence, and finish the evening with a tour of the morgue.

School Hearings and Juvenile Justice Unit: As a prevention piece of our program, Peer Court organizes a week long Juvenile Justice Unit to be presented in the Freshman Health classes at most of the local high schools. This week is made up of various speakers, and ends with a Peer Court case hearing in the class room. Interns often assist the Peer Court Coordinator in conducting hearings as part of the curriculum, or help on the first day when Juvenile Law is presented.

Reach Back: This program takes students from the county probation school and allows them to present their stories to local fourth grade classes in an effort to keep kids in school and out of trouble. The presentations are geared to what these students could have done differently, and what they wish someone had told them at that age. Assistance could include coordination of materials, scheduling, and training of South Placer Community School Team Members, then accompanying the team to elementary schools with Reach Back team.

If interested in applying for an internship please contact our office manager Angela Klug at (916) 663-9227 ext 1# or email: aklug@peercourt.com