

Title: Treatment Courts Internship
Division: DeKalb County Treatment Courts
23RD Judicial Circuit, Illinois

Nature of Work: Provides the opportunity to learn the specific functions of the DeKalb Treatment Courts (Drug/DUI and Mental Health), whose mission is to enhance public safety by combining effective substance abuse treatment and intensive judicial supervision in a therapeutic court setting for non-violent substance abusing offenders, in order to assist the participant in choosing and developing a structured, disciplined, law abiding drug free way of life. This internship will include the observation of and experience in the overall workings of the Treatment Court System. Additional opportunities to be involved in fundraising and special projects with the Friends of DeKalb County Treatment Courts are also possible.

Typical duties may include the following:

- Assist in the preparation of weekly reports and involvement in the Treatment Court call.
- Data Entry and File Management.
- Assist in monitoring defendants and facilitating client reporting including: conducting face to face appointments, virtual appointments, and contact calling.
- Participation in field visits (both in-home and client transports to placements/treatment).
- Know and be responsible for policies/procedures as established by DeKalb County Treatment Courts.
- Maintaining effective working relationships with other Judicial Departments and agencies.
- Coordinating with the Friends of DeKalb County Treatment Courts for special projects as assigned.

Qualifications:

- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individuals able to relate to a variety of persons.
- Ability to develop supportive relationships with clients while maintaining objectivity.
- Enrollment in an internship-related course of study. Preference given to those majoring legal, social services, and psychological related fields.
- Must be able to pass a Federal Criminal Background check.

Training: Court Services orientation sessions are required. On-the-job training will be provided by trained staff. Additional training opportunities may be available through the Court Services Division.

Supervisor: Senior Probation Officer

Commitment: Preferred is a full semester (Spring, Summer, Fall) of 13 weeks scheduled at 20 hours (part time) or 40 hours (full time) per week. Hours of operation vary, typically Monday-Friday from 8:30am-5pm with some weekend possibility. This is an unpaid position with no benefits or travel reimbursement.

Evaluation: Evaluations will take place on a regularly scheduled basis as Department and/or college/university requirements dictate.

Cover letter with resume may be submitted to: Adam Christiansen,
Senior Probation Officer/Pretrial Services
achristiansen@dekalbcounty.org