



## Juvenile Case Manager- Volunteer Intern (Part Time)

Class Code:  
None

SALARY RANGE  
\$0.00 - \$0.00 Hourly  
\$0.00 - \$0.00 Biweekly  
\$0.00 - \$0.00 Monthly  
\$0.00 - \$0.00 Annually

El Paso Municipal Court- Juvenile Case Management Program is seeking Volunteer Interns in need of internship hours, school credit, field experience, or case management/case worker experience. Position is open to active students or recent graduates from an accredited college or university. This is a part time internship position.

### **MINIMUM QUALIFICATIONS:**

*Education and Experience:* Position is open to the following:

- Students with 48 credit hours or more (or) Students that have completed 4 or more semesters and is pursuing a degree in Social Work, Human Services, Behavioral Science, Psychology, Criminal Justice, or related field
- Is a recent graduate from an accredited college or university with a degree in Social Work, Human Services, Behavioral Science, Psychology, Criminal Justice, or related field.
- Must be at least 21 years of age.

*Licenses and Certificates:* None required

*Experience:* None required

### **GENERAL PURPOSE:**

Volunteer Intern will assist during presentations, classes, and outreach/community service events. Intern will also be working hands on with active juvenile cases doing case screenings and follow ups.

### **TYPICAL DUTIES:**

Involves: creating cumulative files for youth referred from court/schools, scheduling Intake/Screening appointments, assist with coordinating community service events. Will be managing/scanning/filing sensitive documentation. Distribute educational material as needed to partners/community agencies. Will manage cases by monitoring, tracking, and following-up on active juvenile cases. Will assist with linking/referring families to community resources. Also, Volunteer Intern will be assisting during classes held at El Paso Municipal Court and at other locations within the City of El Paso. Intern will attend trainings/meetings/events for educational, outreach, and networking purposes. Intern will also perform other related duties as required/assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be able to follow directions, and take initiative when needed
- Application of some knowledge of computer hardware, software and peripherals.
- Ability to comprehend and express oneself orally, clearly and concisely.
- Ability to use sound judgment and problem solving techniques.
- Must be highly motivated and have a strong willingness to learn

**HOURS:**

Flexible schedule: M-F 8:00am to 5:00pm. Schedule may include occasional evenings and weekends for presentations, classes, community events, etc. Part Time 10-20 hrs a week.

\*Interns will set up own schedule. Schedule will need to be consistent.

**COMPENSATION:**

Volunteer Intern position is an Unpaid/Volunteer internship.

**BENEFITS:**

After completion, Volunteer Interns will have valuable experience in the following areas:

- Case management/Case worker skills
- Prevention/Intervention Techniques
- Outreach and classroom management
- Case Staffing procedures
- Public speaking and presentation skills
- Experience working with at risk youth/juveniles
- Other social services/behavioral health related experience

Other benefits include:

- Field related training
- Employment References
- Letters of recommendation
- Professional networking opportunities
- Employment Opportunity Referrals
- Other seminar/conference/certification opportunities

**TO APPLY:**

Please email the following documents to [JCM@EIPasoTexas.gov](mailto:JCM@EIPasoTexas.gov):

\_\_Cover letter

\_\_Resume

\_\_Copy of unofficial transcripts

***DEADLINE to apply is:***

Any questions, contact:

[JCM@EIPasoTexas.Gov](mailto:JCM@EIPasoTexas.Gov)

915-212-0229