Final July 19, 2012

Whitman Community Fellow Program

FELLOW POSITION DESCRIPTION

Name of Organization: Department of Court Services

Title of Fellow: Becca caseworker

Proposed Hours of Work/Days of Week: Flexible up to 10 hours a week. Court attendance required on Wednesday mid-morning docket.

Supervisor's Name: George Wiese, Assistant Director

Mission of organization: Working with youth and families, helping to improve the quality of their lives.

Skills Required

- **Good communication skills both oral and written in English**
- **Ability to follow direction and follow through on assignments**
- **Ability to work with difficult people**
- **Must be able to drive a car to participate with DCS staff on school and home visits**
- **Ability to speak and understand Spanish is not required, but desirable**

Duties/Responsibilities

- **Interview juveniles**
- **Ability to give direction to youth and family**
- **Will need to appear at court hearings**
- **Will meet with school officials and review records**
- **Work with Court Services staff**

Major Expectations

- **To work the entire academic year**
- **Fellow will acquire a knowledge of working in a court system**
- **Fellow will acquire a knowledge of working in a social worker role**
- **Fellow will need to dress in appropriate attire while at work**
- **Confidentiality is an absolute requirement of this position**
- **Fellow will need to pass a background check**

Mail Resume and Cover Letter to:

Department of Court Services

PO Box 1754

Walla Walla, WA. 99362

Whitman Community Fellow Program

AGENCY CONTRACT

Name of Organization: Department of Court Services

Address: 455 W. Rose St. Walla Walla, WA. 99362

Supervisor: George Wiese

Preferred contact (phone or email): 509-524-2814

Explain the Fellow's project responsibilities: This Fellow position will work with the Becca Probation Officer on cases that are under the jurisdiction of the Becca Law. The Fellow will make contact with public school officials to obtain information about student's attendance and document findings. The Fellow will make contact with families and assist in gathering information about family dynamics involving the truant youth. Fellow will when necessary, report information they have to the judge during court proceedings. Fellow will assist with At Risk Youth and CHINNS youth cases when requested.

Explain how the supervisor will train/mentor/monitor the Fellow: The supervisor and Probation Officer will mentor the Fellow through reading assignments, meetings with clients, shadowing the Probation Officer in the field. Fellow will attend staffing to discuss cases and will participate in sessions with the youth and family members.

As the Fellow's supervisor, I agree to the following:

*** Provide regular feedback (email, written, in-person) to Fellow**

*** Expose Fellow to larger Walla Walla community in which their project is situated (by attending meetings out of the office, introducing them to staff and community partners, sharing relevant readings and news, etc,)**

*** Provide the Whitman College Student Engagement Center with monthly total of Fellow's hours, as well as one paragraph per month about the Fellow's work on their project and other relevant information about their professionalism.**

*** Host the entire cohort of Whitman Community Fellows at my agency one time during the 2012-13 academic year for a presentation about our agency's role in Walla Walla.**

Supervisor's Signature_____ Date _____