



Justice Diversion Program Intern (Unpaid Internship)

Position Title: Champaign County Regional Planning Commission - Intern
Reports To: Department Program Manager
Date Posted:
Location: CCRPC, Brookens Building, 1776 E. Washington Street, Urbana, IL 61802
Position Availability: Ongoing

Justice Diversion Program Intern

Champaign County Regional Planning Commission (RPC) is seeking an intern to learn under our dynamic (Department) team! The RPC is a people-focused agency made up of over 100 programs designed to generate possibilities for all within our community. A great deal of planning goes into creating opportunities where people can succeed on their own, and RPC is doing that work. From analysis to policy guidance to offering services to our communities, RPC's people plan for people. As an intern, the selected candidate will learn about what is involved in providing effective and meaningful services in Champaign County residents in need. **This is an excellent opportunity to gain knowledge and experience that will support future employment opportunities!**

Internship Experiences:

- Respond to phone messages and provide information.
- Complete satisfaction surveys and follow-up assignments.
- Complete client file reviews.
- Will make no less than 5 follow up contacts each workday with persons who had police contact, to explore service needs.
- Complete intake documentation and needs assessments, and when necessary connect individuals to treatment, service or activity.
- Determine the appropriate service/treatment referral based on information provided.
- Motivate and encourage client engagement and follow through.
- Call or visit with one or more individuals with a treatment plan on a weekly basis.
- Coordinate schedule to include regular consultations with RPD and service providers.
- Provide services in home or community settings, when necessary carrying laptop to visits.
- Document all service provision within 48 hours of service/contact.
- Routinely keep and compile data for quarterly reports.
- Attend training, meetings, and client appointments as assigned by supervisor.
- Maintain up to date work schedule in Outlook calendar
- Document all service provision within 48 hours of service/contact.

Community Services

A division of the Champaign County Regional Planning Commission

1776 E. Washington St, Urbana, IL 61802

P 217.328.3313 F 217.328.2426 TTY 217.384.3862 CCRPC.ORG

Community Services

Minimum Requirements:

- Junior or senior standing in human services or related field.
- Ability to pass criminal background check.
- Valid Driver's License.
- Strong background in customer services and human services with program's target population.
- Ability to handle program and client information in a confidential manner and report concerns as mandated.
- Ability to understand the vision, mission, and values of CCRPC and to implement in everyday work.
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community.
- Proficient in English (spelling, punctuation, grammar).
- Ability to follow written and oral instructions.
- Ability to communicate effectively both written and orally.
- Ability to set work priorities and organize effectively to meet deadlines.
- Ability to attend worksite regularly to perform job duties and responsibilities.
- Ability to attend program meetings and/or training as required.
- Ability to react to change productively, and function professionally in stressful situations.
- Ability to work individually and as a team member.
- Ability to implement concepts learned from training.
- Ability to efficiently use computer programs for documentation and data entry as needed.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travel to meetings, training, service delivery, and other work sites
- Conduct field work and travel to worksites as needed
- Sit/stand at a desk 30-40% of workweek
- Lift and carry equipment necessary to complete assigned tasks, approximately 40 pounds.

If interested, please email your resume and cover letter to:

Lisa Benson
Program Manager
lbenson@ccrpc.org

The Champaign County Regional Planning Commission is an EEO/AA/ADA employer. This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the intern position. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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