

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Victim Assistance Intern</b>	Department:	Victim Assistance
Requisition Number:	2017118		
Hours:	7:30 a.m. – 4:30 p.m.	Rate of Pay:	\$ 00.00
Date Posted Up:	5/12/17	Date Posted Down:	Until filled
Time Up:	2:00 p.m.	Time Down:	

**SUMMARY**

To provide an opportunity for Practicum Students to apply and enhance, in a real world setting, what they have learned in their academic classes in order to foster professional growth and development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as sees fit by Program Director and based on student’s learning needs.

The Practicum Student(s) will be required to:

- To learn and adhere to the following areas of the agency:
  1. Mission, Vision, Values, Programs, and Communities served
  2. General policies and procedures
  3. Safety policies and procedures
  4. Documentation requirements
  5. Legal and ethical issues
  6. Agency’s Human Resources Requirements
- Meet for a minimum of one hour per week to review work performed with assigned Field Instructor
- Demonstrate professional behavior in the agency at all times
- Participate in staff, committee, and seminar meetings when appropriate
- Complete all requirements set forth by student’s school and agency

**MARGINAL DUTIES**

- Performs other duties as assigned.

**EDUCATION and/or EXPERIENCE**

Master Level Practicum students with a focus in one of the following areas:

1. Social and/or Behavioral Sciences
2. Criminal Justice
3. Social Work
4. Human Services

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

**OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

None

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the student is regularly required to sit and talk or hear. The student frequently is required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The student is occasionally required to walk. The student must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.