

Job Title:	Alcohol Safety Action Program Intern
Department:	Fairfax County Alcohol Safety Action Program (ASAP)
Location:	10700 Page Avenue, Suite 201, Fairfax, VA 22030
Position Type:	Paid internship-\$15.48/hour
Contact:	Ann Kim Ann.Kim@FairfaxCounty.gov
For Information about ASAP	https://www.fairfaxcounty.gov/juveniledomesticrelations/fairfax-alcohol-safety-action-program-asap
Applications Accepted By:	
E-mail: Ann.Kim@FairfaxCounty.gov Subject Line: ASAP Intern	
Job Description	
<p>Job Purpose:</p> <p>Enhances office's effectiveness by providing support to the Fairfax County Alcohol Safety Action Program, a criminal justice program that uses community and state services to reduce the problem of driving under the influence of alcohol or other drugs.</p> <p>Job Duties:</p> <ul style="list-style-type: none"> • Assist probation staff with case management of clients referred to the program • Provides excellent customer service to clients and service providers by answering phone calls and providing information about the program. • Assist clients with their treatment plans to include data entry • Provide administrative support to office staff • Assist Financial Specialist with client billing <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Coursework in criminal justice, business, accounting, administration of justice, social work, sociology, psychology, or related fields. • Microsoft Office skills • Knowledge of substance abuse issues will be helpful • Ability to maintain discretion and client confidentiality • Organization, time management, customer service, and excellent communication skills also required. 	

Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services, and activities. Reasonable accommodations will be provided upon request. For information, call Delali Osei-Boateng at 703-704-6419 or TTY Relay 711.



A Fairfax County, Va.,
publication - February 2022