



*Our mission is to make a difference in the lives of young people by helping them develop a positive self-image, a sense of belonging and an acceptance of responsibility for their actions.*

## Position Description for Restitution Community Service Work Program

Title of Position: Program Manager

Skills and Knowledge Required: The skills and knowledge required for this position includes: Experience in the interviewing, hiring, training, and management of staff; case management of delinquent youth for initial and ongoing resource and service needs; collaboration and consistent maintenance of relationships with other human services/juvenile justice agencies in the community; behavioral management and problem-solving skills with staff and clients; facilitation of staff trainings and client groups/classes; and outcome-based documentation that includes case notes, billings, and statistical data. The ability to work collaboratively with multiple community agencies and other professionals.

Qualifications for Position: Minimum of 4 year college degree in management, social sciences, or other related field. Experience in criminal justice system. Knowledge of restorative justice and restorative justice practices. Experience with youth offenders, as well as desire and patience to work with youth offenders; Management experience helpful. Must pass background check that includes motor vehicle, criminal history and child abuse; Must possess driver's license and insurance; Submit to drug screens; Must be at least 21 years of age.

Description of Duties and Responsibilities: Management of staff duties and responsibilities, attendance at all assigned staff and community meetings, and participation in agency fund raisers. Attention to detail needed for multiple billings and reporting of program statistics. Must have excellent problem solving skills.

Supervisory Relationships: Supervision staff members consists of crew supervisors and case managers. Manager oversees all youth, family, and/or customer service issues to resolution. Manager addresses any staff concerns and any needed outside agency contacts or reports.

Amount of Travel/Special Conditions or Requirements: The travel expectations are minimal. Occasional travel to grant meetings in Denver or to trainings out of town.

Salary range: \$38,000 - \$45,000/Year, Excellent health, retirement, and PTO benefits.



Mentoring ~ Restitution  
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Mesa Youth Services Foundation, Inc  
*Assuring the Future of  
Mesa County Partners*



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