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**JOB DESCRIPTION**

**Job Title: Juvenile Justice Coordinator**

**Department: Restitution/Community Service Work Program**

**Reports To: Deputy District Attorney, Diversion Director, and Partners’ Executive Director**

**FLSA Status: Non‑Exempt**

**Salary Range: $33,960-$40,000 plus benefits-**

**(PTO, Sick-time, Health Insurance, IRA Match)**

**Driving Requirements: Minimal**

**Management: Non-Supervisory Responsibility**

***JOB SUMMARY:***

Supervises, develops and coordinates special programs to provide community-based alternatives to the juvenile judicial process that will reduce juvenile crime and change juvenile offender’s behaviors and attitudes.

***ESSENTIAL JOB FUNCTIONS:***

**Restitution Work Program responsibilities for District and County Diversion youth:**

Provide support/assistant to work crew supervisors, including being accessible by cell phone during the days/times crews are in operation.

Maintain current files that include legible, clear and thorough case notes, consent forms, monthly disbursements with the corresponding timesheets proving number of hours worked, updated safety plan if needed, and other information pertaining to clients.

Communicate special needs or concerns about clients to the crew supervisors or placement site (i.e., physical restrictions, sex offenses, safety plans, etc.)

Ensure completion and submission of survey information to program statistics in timely manner.

Assist with Minor in Possession classes, Restorative Justice/Victim Empathy classes, and Rethinking Substances restorative circles.

Assist with fundraisers and other business for the betterment of the entire Partners program.

**Juvenile Justice Coordinator responsibilities:**

Reviews cases of parties to civil and/or criminal action to determine appropriate disposition or eligibility for special programs.

Confers with defendants and their parents/guardians to discuss case and options. Address any issues/problems with clients and their legal guardians as they come up (follow up on incident reports)

Authorizes diversion agreements and monitors progress of program.

Coordinates program and follow up counseling, conducts meetings of committee, expedites communication, and organizes needed volunteers.

Attend multi-agency meetings, staffings, and other meetings as assigned.

Completes appropriate paperwork to ensure compliance with grant requirements including detailed statistics, job description, goals and actual performance statistics. Completes billings/paperwork monthly and as needed.

Authorizes release of evidence, closes cases and completes all appropriate paperwork.

Demonstrate professionalism, composure, and appropriate interpersonal skills during performance of tasks, duties and responsibilities that take place in this adversarial system.  This adversarial system includes contentious dealings (in person, by phone, electronically, or by written correspondence) with opposing counsel, upset individuals that may be defendants, victims, witnesses, law enforcement, or other members of the public, often resulting in mental and physical stresses.

Demonstrate professionalism, composure, and appropriate interpersonal skills in reviewing and/or discussing information pertaining to criminal cases.  These criminal cases require frequent exposure to assaults and murders, including, but not limited to, physical assaults, verbal abuse, sexual assaults (upon adults and children), and child abuse. The discovery in the cases will also require frequent exposure to gruesome, disturbing, and/or sexually explicit photographs, images and recordings.

Other duties as assigned.

***MINIMUM QUALIFICATIONS REQUIRED:***

**Education and Experience:**

Preferred Bachelor's degree in criminal justice, social science or related field OR three (3) years related experience, as well as familiarity with substance abuse, family systems, and restorative justice.

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Pass background check that includes motor vehicle, criminal history and child abuse; must possess driver’s license and insurance; submit to drug screening.

Must be at least 21 years old; must have the desire, dedication, and patience to work with youth offenders.

***PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:***

This position requires standing, stooping, sitting, bending, twisting, and lifting up to 25 pounds.

Work is generally confined to a standard office environment.

***INTERESTED APPLICANTS***: Please submit cover letter, resume, application, and three references via mail/email to:

Mesa County Partners, Inc.

c/o Paula Mattas, Executive Director

1169 Colorado Avenue

Grand Junction, CO 81501

[pmattas@mesapartners.org](mailto:totero@mesapartners.org)

Partners applications can be found at mesapartners.org