

Job Title: Juvenile Service Coordinator

Job Classification: Full Time (35 hours/week)

Job Summary

Position is under the direct supervision of the County Attorney's office along with supervision from the County Board of Supervisors under the directive of the County Clerk's office. The position is responsible for providing services to the juvenile and the family. Position enforces the provisions of the Nebraska Law; institutes legal proceedings; and presents case information to court services as needed. Position assesses youth and families; interprets policies and procedures; works as a team member to develop prevention/intervention strategies; provides case management; monitors juvenile's progress; and makes referrals as needed.

Essential Duties

DIVERSION

1. Interprets the Nebraska Law, and court rulings/citations with referrals from the county attorney.
2. Meet with parents/guardians and juvenile for intake purposes.
3. Create diversion contract for youth. Meet regularly to assure compliance.
4. Make recommendations/referrals to other services that will address juvenile's needs.
5. Implements case management services (including individual counseling) and monitors juvenile/family progress.
6. Acts as a resource to administrators, guidance counselors, teachers, and health services personnel at assigned schools regarding diversion/attendance programs, interpretation of attendance policies/laws, and record-keeping requirements.
7. Assists with implementing attendance prevention programs for assigned schools and recommends strategies to support and improve regular school attendance (i.e.: incentives, peer groups, recognitions). Including oversight of R.I.S.E. staff.
8. Complete requirements asked of the Crime Commission.
9. Report all data to JCMS and keep up to date records.
10. Grant management for all and any grants that are used for the betterment of youth.
11. Maintains necessary records ensuring confidentiality of youth and their families and prepares related reports.
12. Required to attend all LB1184 meetings, Region 4 meetings, CoC meetings, and any related conferences.

JAG

1. Required to facilitate the Juvenile Awareness Group (JAG), including scheduling, and taking minutes.

2. Primary responsibility to maintain cohesion among members, recruit new members, use best practice when thinking about the needs of Cuming County youth.
3. Work to develop and implement evidence-based programs that are suitable for youth.
4. Collaborates with school staff to develop interventions for youth.
5. Serves as a liaison between assigned schools and such agencies as social services, court services, and the police department regarding youth needs.

TEAMMATES

1. Comply with all TeamMates policies and procedures.
2. Recruit of mentors and mentees.
3. Strategic plan for chapter.
4. Financial reports for chapter.
5. Fundraising and advertising for TeamMates Mentoring.
6. Implement of TeamMates group activities.

Other Duties

1. Performs any other related duties as assigned by the County Attorney or other appropriate administrators.
2. Maintains status as Conservator of the Peace.
3. Models nondiscriminatory practices in all activities.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess at least a bachelor's degree in counseling, social work, psychology, criminal justice, education, or a related field with some related experience providing services for youth; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.

Must possess a demonstrated knowledge and understanding of Nebraska state laws/regulations, intervention/prevention strategies, and ability to make referrals. Must possess excellent assessment, case management, interpersonal, and communication skills. Must possess excellent computer and data entry skills. Must possess the ability to establish and maintain effective working relationships with youth, parents, school, and outside agencies. Must be able to work with minimal daily supervision.

Working Conditions and Physical Environment

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead. While performing the duties of this job, the employee is occasionally exposed to disgruntled youth and/or parents.

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. Duties are normally performed in an office or school environment.

Additional Requirements

Must possess and maintain a current valid state driver's license. Must carry insurance, if ever needed to transport individuals when county vehicle is not available.

Required to work 35 hours per week. The hours are flexible in nature and may require nights, weekends, and/or occasional overnight trips for conferences.

Supervision Exercised: R.I.S.E. staff

Supervision Received: County Attorney/JAG Board Member

This job description in no way states or implies that these are the only duties to be performed by this employee. The juvenile service coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the County Attorney or appropriate administrator. Cuming County reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date:

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date