

**MAJOR FUNCTION**

This is professional work involving supervision, case management, and counseling of youth participants in a restorative justice or juvenile diversion program. An employee in this class is responsible for identifying, engaging, building relationships, monitoring, and supervising their progress utilizing the (7) Phases of Case Management so that they conform to public safety and workforce expectations of the community. Work involves, but is not limited to, life coaching, mentoring, equational and workforce planning, and crime/drug abuse intervention strategies. Work is performed with considerable independence under the general administrative direction of the Community Coordinator- Restorative Justice. Work is reviewed and evaluated through conferences, reports, recommendations, and results attained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Provides enhanced supervision, case management, and support for youth participants referred to the restorative justice or diversion program. Identifies, engage, and build relationships with youth participants by conducting site visits and monitoring their progress through the (7) phases of case management. Monitor, track and report on specific outcomes, metrics and milestones achieved for assigned youth participants per their case management data file. Supervises youth participants to assure that outcomes discussed during the restorative conference are being fulfilled. Conducts home visits, school visits, and intakes with youth participants and family members. Coordinates and facilitates workshops, seminars, and victim impact classes with youth participants. Maintains and submits routine records and monthly reports. Makes referrals and conducts community outreach as necessary. Provides written and oral updates to the Community Coordinator- Restorative Justice upon request, including formal presentations regarding the progress and efficacy of the restorative justice or diversion program.

**Other Important Duties**

Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the theories and practices in counseling or social work with respect to restorative justice and juvenile diversion programs. Knowledge of case management and professional ethics relating to counseling or social work. Knowledge of interviewing techniques. Ability to provide life coaching and guidance to youth participants. Ability to conduct fact finding interviews. Ability to investigate and complete inquiries and reports. Ability to develop individual case management plans. Ability to coordinate case assignments for youth participants. Ability to lead or co-facilitate communication and life skills workshops. Ability to plan, organize and coordinate work assignments. Ability to actively listen to others. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to carry out the rules, regulations, policies, practices, and procedures essential to the successful operation of the restorative justice or diversion program. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in sociology, social work, psychology, counseling, criminology or a related field and three years of professional experience that includes working with diverse at-risk youth populations, probation and parole or family counseling; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment

Established: 11-17-21