

JUVENILE DETENTION ALTERNATIVES INITIATIVE COORDINATOR ()



POSITION DESCRIPTION

Department: Juvenile Detention
Reports to: Department Director
Date Originated: January 2004
(Term position funded through a grant with option for renewal.)

Grade: UC
Pay Status: FLSA Exempt
EEOC Code: 2

POSITION SUMMARY

Under general direction of the Bernalillo County Juvenile Detention Director, will promote and advocate for juvenile detention system reform in conjunction with Juvenile Detention Alternatives Initiative (JDAI) program officials, in partnership with Children Youth and Family Division, local officials and agencies.

MAJOR DUTIES AND RESPONSIBILITIES SUMMARY

1. Develop and administer more effective and efficient systems to accomplish the purposes of juvenile detention to include community-based options.
2. Collaborate with local governments in achieving the goals and objectives of the JDAI Program.
3. Assist in the development of policies and procedures for the program.
4. Maintain and communicate with various agencies to address specific program needs.
5. Develop and implement ongoing evaluation of JDAI Program activities to measure program goals and objectives.
6. Assist in the development and maintenance of JDAI Program database.
7. Prepare and submit required reports to appropriate agencies.
8. Research and redirect public funding.
9. Assist director on special community projects and community initiatives as required.
10. Perform other job related duties as assigned or required.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in law enforcement, criminology, psychology or a related field. Master's degree preferred.
2. Fifteen (15) years experience in criminology, psychology, social work, probation/parole or related experience.
3. Must possess the technical skills required for planning, communicating, implementing and evaluating community-based programs.
4. Must have knowledge of goals, practices and techniques of corrections.
5. Must have the ability to communicate effectively, in both oral and written English and to develop and present information to diverse audiences at the community level.
6. Must have the ability to learn and apply the State Juvenile Code and other relevant laws and regulations.
7. Must have the ability to maintain effective relationships with funding agencies, councils and the general public.

8. Must have the ability to assess and communicate project effectiveness utilizing appropriate evaluation methodologies including process and outcome methods.
9. Must have the knowledge of juvenile detention needs and gaps within the Bernalillo County area.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

1. Employee must successfully complete the post-offer employment medical examination and a background investigation.
2. Employee must comply with the safety guidelines of the County and have a valid New Mexico driver’s license by date of employment and retain valid license while employed in this position.

WORKING CONDITIONS

1. Employee often will work alone with or without directions from supervisor.
2. Flexible work hours may be required.

EQUIPMENT, TOOLS AND MATERIALS

1. Equipment typically used in performance of duties includes an automobile, telephone, computer, copier and fax machine.
2. Materials and products handles include files forms, reports, various other paperwork, and a variety of office supplies.

FUNCTIONAL ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

****NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.**

MENTAL FUNCTIONS

- | YES | NO | |
|-----|-----|--|
| ___ | ___ | 1. Must be able to generate written reports using prescribed format. |
| ___ | ___ | 2. Must be able to understand written reports pertaining to clients. |
| ___ | ___ | 3. Must be able to communicate and work with different kinds of people in a variety of situations. |
| ___ | ___ | 4. Must be able to use reason and judgment in performing essential duties. |

PHYSICAL FUNCTIONS

- | YES | NO | |
|-----|-----|---|
| ___ | ___ | 1. Must be physically able to drive a vehicle. |
| ___ | ___ | 2. Must be able to bend at the waist, twist/rotate waist, stand/walk, crouch and kneel as needed. |
| ___ | ___ | 3. Must be able to use hands and fingers to grasp/manipulate equipment and materials used in performing essential duties. |
| ___ | ___ | 4. Must be able to coordinate use of hands and eyes in operation of equipment. |

EMPLOYEE DECLARATION:

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____ Date: _____

APPROVED:
DEPARTMENT: _____

Revised: