

## **JUVENILE JUSTICE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for the daily case management for youth participating in the Diversion program. The incumbent is the main point of contact for youth in diversion, their families, service providers and diversion referrers, and must be able to build professional relationships and rapport with each of these groups. Work is performed under the direct supervision of the District Attorney with leeway allowed for exercise of independent judgment in carrying out the duties and responsibilities of the job. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the design and implementation of programs and activities to support youth education and development;  
Develops an individualized diversion agreement for each youth by conducting risk/need assessments;  
Develops and implements outreach strategies to engage youth in understanding legal processes, crime prevention, and community safety initiatives;  
Meets with youth referred to the diversion program and their families to explain the diversion process and expectations;  
Engage youth throughout case planning and communicate expectations at each stage of diversion;  
Monitors the progress of youth throughout the diversion process;  
Matches youth to appropriate interventions for their case plan;  
Collaborates with schools, youth organizations, and community leaders to identify areas of concern and develop targeted outreach programs;  
Plans and facilitates workshops, presentations, and events aimed at educating youth about their rights and responsibilities;  
Collaborates with local law enforcement agencies to promote positive relationships between youth and the criminal justice system;  
Provides support to youth victims to educate and direct them to legal services and local victim advocacy agencies;  
Tracks and maintains statistical data to evaluate the effectiveness of the outreach programs;  
Partners with local youth programs as well as Broome County Probation and Broome County Attorney with a goal of reducing juvenile intervention;  
Establishes a team approach to substance use disorder for youth treatment with community partners;

**JUVENILE JUSTICE COORDINATOR-cont'd**

Creates an open line of communication between juvenile justice and school districts to ensure the free flow of information.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, practices, and terminology associated with counseling individuals, families and groups with substance abuse disorders;  
Good knowledge of the policies and procedures of the Diversion program;  
Good knowledge of common issues and challenges facing youth;  
Working knowledge of investigative and interviewing techniques;  
Ability to administer accurate and thorough assessments;  
Ability to establish and maintain effective working relationships with a variety of people;  
Ability to analyze and evaluate information;  
Ability to plan, organize, and coordinate program initiatives;  
Ability to communicate clearly and concisely, both orally and in writing;  
Tact and courtesy.

**MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's Degree in education, psychology, counseling, public health education, social work or closely related field; OR
- B) Possession of an Associate's Degree in education, psychology, counseling, public health education, social work or closely related field and two years of experience working with at-risk youth.

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.