

OCRJC Balanced and Restorative Justice Program (BARJ)

Case Coordinator Job Description

Program Responsibilities: Balanced and Restorative Justice Program for Youth (BARJ) and support for Youth Diversion and the Youth Substance Awareness Safety Program (YSASP)

Organizational Relationships

Reports to: Executive Director

Collaborates with: Youth Restorative Justice Coordinator, Volunteer Coordinator & Victim Outreach Coordinator

Supervises: Interns, as needed

Purpose of Position

In order to effectively manage the intersection between the legal system, mental health, substance use, and family poverty, the BARJ Coordinator will oversee direct service and case management that relates to the youth BARJ programs, while assisting with youth diversion cases as needed. This position works in close collaboration with the Youth Diversion Coordinator and the Victim Outreach Coordinator.

The overarching theme of the services offered by the Coordinator will be to offer a supportive, positive, and strengths-focused environment in which human connection and supportive guidance increases positive outcomes for program participants and communities.

General Duties

- As 0.88 full-time employee, case manager should maintain a schedule of 35 hours per week, subject to pre-approved paid time off.
- Maintain scheduled office attendance, primarily during normal business hours Monday-Thursday 8:30-4:30, unless out of office for meeting or other assigned duties, and communicate clearly about plans for remote work. This work requires flexing scheduled hours to accommodate after school/work meetings with families and community volunteers. Hours are flexed in coordination with fellow staff to accommodate participant and program needs.
- Adheres to DCF, AGO NDA, OCRJC Client Confidentiality, BARJ and Diversion policies and procedures, and DOC Work Rules and program policies.
- Secures and completes required paperwork including time sheets, mileage reimbursement etc.
- As needed, provides quarterly participant statistics and assists in producing quarterly and annual BARJ statistics and ensures receipt of data by appropriate staff.
- Attends staff meetings; participates in staff internal and external projects; participates in grant/fund development activities as requested; participates in program and agency trainings; and attends to other duties as assigned.
- Attends county stakeholder meetings, plays active role in coalition activities and initiatives as requested by Director.
- Attend and engage with statewide committees as needed and as case manager interest and expertise is relevant.

Program Specific Duties

I. BARJ Program

- Coordinate and complete intakes for new referrals from the District DCF office.
- Coordinate and facilitate Community Restorative Panels.

- Coordinate Victim and Restitution Services with the OCRJC Victim Outreach Coordinator.
- Provide Youth Assessment and Screening Instrument (YASI) pre-screening to determine risk and coordinate protocols for referring youth to services based on risk and needs.
- Coordinate and provide direct supervision of youth identified for BARJ involvement to assure that they are complying with court and Panel requirements.
- Provides inclusive, nonjudgmental, supportive, and engaging environment for teens and young adults to connect with positive and empowering adult support.
- Creates a youth-centered, non-institutional environment that empowers and affirms individuality, autonomy and diverse-intersectional identities.
- Uses youth-centered vocabulary and employs motivational interviewing technique.
- Identifies barriers to success for individual youth and makes accommodations as needed to support completion of the program.
- Provide families and youth with coordination of services that is individualized and may include but not limited to: attendance at family and school team meetings; attendance at therapeutic treatment meetings; supporting youth who are at risk or are truant; home visits; attendance at court hearings; drug and alcohol testing; and curfew checks.
- Facilitate skill building with court involved youth that may include but is not limited to: healthy relationships; conflict resolution; social skills development; problem solving and decision making; community service/leadership skills and other integrative activities; victim issues; effective communication; one-to-one support to youth; other subjects pertaining to individual needs; and community based groups/activities/prevention efforts.
- Coordinate community-service requirements for youth.
- Prepare and submit required reports to the relevant local and state agencies.
- Manage a database to assure effective and efficient collection of data required by contract, including referrals, panels completed, and successful and unsuccessful completion of restorative justice activities.
- Coordinate collaborations with relevant community providers including school districts, school resource officers, social service agencies, mental health service providers, substance abuse providers, and other agencies and providers as needed.
- Protect client confidentiality.
- Attend partner agency meetings and trainings as necessary.
- Assist other OCRJC programs and case managers as needed.

II. YASI Full or Pre-Screen and Youth Diversion Services

- Provide written and oral explanation of the YASI process and answer questions pertinent to participation in the Program.
- Gather personal and offense-related information from the client, client's parents and contact collateral resources (DCF, school, victim(s), law-enforcement).
- Enter the information provided into the web-based program to determine the level of risk and family/community protective and support factors.
- Transmit the results of the youth's YASI report to State's Attorney, with a recommendation of what services would likely best serve the youth.
- Inform parents and relevant stakeholders of the YASI risk results, per confidentiality guidelines;
- Maintain quarterly reports of client participation.

Desired Minimum Qualifications

Education and Experience

- Bachelor's degree (or equivalent) in, human services, social work, youth development, education or related field OR six years of experience in these fields.
- Minimum of two years experience (can include internships or volunteer work) working with complex youth; experience with trauma informed care, substance abuse, mental health, and youth development, strongly preferred.
- Must have demonstrated exceptional communication, organizational and systems management skills.

Necessary Knowledge, Skills and Abilities

- Training in and sensitivity to: (1) youth and young adults 2) trauma and mental health issues 3) addiction and recovery 4) domestic and intimate partner violence 5) poverty and homelessness
- Knowledge and understanding of racial injustice and oppression of marginalized communities, and the complex intersection of systemic racism and oppression with the criminal legal system.
- Working knowledge of appropriate referrals for community legal and social service systems.
- Skill in managing crisis situations.
- Ability to establish and maintain collaborative working relationships with co-workers, supervisors, clients and the general public.
- Ability to communicate effectively, orally and in writing.
- Patience, reliability, good judgment, respect for diversity, and excellent communication skills;
- Strong time management, record keeping and computer skills;
- Well-developed sense of professional and personal boundaries;
- Ability to work independently;
- Strong interpersonal skills and ability to interview youth using Motivational Interviewing skills;

Other

- Valid Driver's License and reliable transportation.
- Must pass required criminal background checks.

Job Category: Non- Exempt