

MAJOR FUNCTION

This is responsible administrative and supervisory work for the overall management of the Restorative Justice Program at the Palmer Monroe Juvenile Justice and Youth Activity Center. Work includes a comprehensive array of tasks, which include but are not limited to program development, public relations, community outreach, recruitment and training of volunteers, compiling research and reporting of data and development of program manuals and guides. This employee works with considerable independence and is expected to employ sound judgment in the execution of job duties. Work is performed under the general supervision of a Supervisor-Service Center who reviews work through observation, conferences and by results obtained.

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

Plans, assigns, and schedules the daily operations of the Restorative Justice Program. Monitors and evaluates the program performance and effectiveness. Coordinates victim impact classes, community service restitution, and case management components of the Restorative Justice Program. Recruits, trains and supervises community volunteers to participate in the Victims Impact Panel and Merchant Accountability Board. Collects and compiles data, analyzes reports and studies, makes statistical analysis of the functions, operations, and programs associated with the Restorative Justice Program. Researches and/or drafts eligible grants for continued funding of programs. Facilitates community outreach and information dissemination initiatives through public meetings and media related activities. Formulates policies and oversees implementation; directs program utilization, service delivery and intake. Maintains routine records and makes reports as required. Monitors subordinate staff's files for completion and accuracy. May recommend the hire, transfer, promotion, grievance resolution, or discharge of subordinate personnel. Performs related work as required.

Other Important Duties

Attends staff meetings, workshops and conferences. Establishes written partnerships with community stakeholders to foster community service opportunities for program participants. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of general administrative practices and management techniques. Knowledge of pertinent rules and regulations governing a center's operation. Knowledge of restorative justice principles, theories and alternative youth sentencing concepts. Ability to assist with the development and installation of management systems and procedures. Ability to organize and interpret program and fiscal data associated with program operations. Ability to communicate effectively, clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, other agency personnel, and the general public. Ability to impartially carry out the rules, regulations, policies, practices and procedures essential to successful center and program operation. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in social services, social work, psychology, criminal justice, or a related field and 2 years of experience working with youth in a community, social service, public safety or health agency; or possession of a high school diploma and four years of staff, administrative or professional experience in a community service agency or with a health or social service or public safety related program; or an equivalent combination of training and experience.

Necessary Special Requirement

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

Established: 06-22-10