

POSITION DESCRIPTION
STEUBEN COUNTY, INDIANA

POSITION: Juvenile Detention Alternative Initiatives Coordinator
DEPARTMENTS: Circuit Court/Probation
Work Schedule: Varies
Job Category: SO (Special Occupation)
Status: Part-time/ 28 hours per week
FLSA Status: Contracted Position/ \$30.00 per hour
Date written: May 2016

**Please submit Resume to: Pam Feller, Chief Probation Officer, Steuben County Probation Department, 205 S. Martha Street, Suite 201, Angola, Indiana 46703.
Resumes must be submitted by June 24, 2016.**

Under the direction of the Steuben County Circuit Court/Chief Probation Officer, this position will be responsible for the coordination, management, and expansion of the local Juvenile Detention Alternatives Initiative (JDAI), a juvenile justice improvement and detention alternative program. The JDAI Coordinator is a grant funded position and a contracted position.

JDAI Coordinator Requirements:

Bachelor's Degree in Criminal Justice or related field and/or three years' experience in a human services field.

Skilled in project management.

Strong analytical, writing, and verbal presentation skills.

Ability to collect data and perform analysis and reporting.

Ability to organize tasks, manage time, and prioritize projects.

Strong leadership skills and the ability to work collaboratively and respectfully with a variety of groups and individuals.

Knowledge of local, state, and federal laws pertaining to probation and detention operations.

Strong computer skills

Familiarity with grant writing to complete the Department of Corrections grant application and comply with grant requirements.

Understanding of budget preparation and management to assist in the planning and development of grant plans.

Essential Functions:

Coordinates the implementation of Juvenile Detention Alternatives Initiative (JDAI) in Steuben County and serves as the local contact for JDAI matters.

Facilitate County JDAI meetings, activities, and trainings. Conducts outreach to community members, and agencies regarding JDAI.

Collects, organizes, analyzes, and validates data related to juvenile detention and detention alternative programming.

Responsible for creating reports regarding local juvenile detention and detention alternative programming utilization for use at the local, state, and national levels.
Cultivates relationships with community agencies including courts, law enforcement, social services, and educational providers.
Coordinates local JDAI Steering Committee and Work Group Meetings to maintain a work plan and facilitates the initiative.
Responsible for all JDAI grant related obligations including writing grant applications, seeking grant approval from all relevant local and county bodies, preparing budget materials, and submitting performance measures and budget reports.
Develop and implements new detention alternative programming in conjunction with JDAI.
Participate in a State level Steering Committee and Data Group meetings.
Meets with departments to address data related issues, develops strategies to meet those needs, and improves data accuracy.
Creates and maintains various reports for the Court and/or Probation as needed.
Supports in the preparation of all statistical reports as required by various departments and state agencies for information stored in Odyssey.
Assists local JDAI stakeholders in the implementation of the Eight Core JDAI strategies.
Works with the Juvenile Court, Juvenile Probation Officer, juveniles, and juveniles parents to coordinate services with local service providers.
Performs all other duties as assigned.

Difficulty of Work:

Incumbent performs a variety of duties which are broad in scope and require application of sound judgment based on education, experience and training. Daily decisions are frequently based on consideration of many variables and their potential interrelationships. Guidelines are detailed and well-established, requiring independent judgment in adapting to individual cases and situations

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of JDAI describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

