

Lincoln County Juvenile Justice Board (LCJJB)

Job Title: Lincoln County Juvenile Justice Board Coordinator
Employment: Independent Contractor - part time based on grant determined contractual rates
Pay: Based on Grant
Location: Lincoln County

Program Description:

The LCJJB meets the needs of youth who are first time offenders and provides the support and opportunities to re-engage the youth in positive ways through working through personal and family challenges while helping others in their community.

The LCJJB program was implemented in July 2004 to supervise swift accountability to first time juvenile offenders charged with low level offenses and/or status offenses. The key to the program is the idea that by decreasing the time from initial contact for an offense to initiation of service, the probability decreases that the juvenile will re-offend.

Law enforcement officers issue a citation to the youth with instructions to appear at the JPPO office within a week of the offense. The youth and his/her parents report, and the Citation coordinator confirms first time offender status. If the youth is a first time offender, he/she and guardian meet with the Citation Program Coordinator to begin the process. The youth and family fill out necessary forms and receive information about the program. The Juvenile Citation coordinator then administers an initial assessment to determine youth strengths and needs.

Based on the results of that initial assessment, the coordinator will refer youth to our Trauma Assessment Program, Girls Circle, The Council, Restorative Justice, community service-learning, youth engagement activities, and/or other appropriate programs or services as needed. Case management services include weekly phone contact, face to face contact, community service monitoring, and other referral and support services as needed. The process is usually complete in 60-90 days when the youth fulfills all requirements of the program.

Requirements:

Experience in court, law enforcement, or correctional facilities preferred. A bachelor's degree is preferred. Experience in billing is preferred. Experience in project management is preferred.

Duties

1. LCJJB Continuum and Board Activities Budget
2. Juvenile Citation: Case Management
3. Juvenile Citation: Intake Services
4. Able to lead, facilitate, and attend monthly meetings with LCJJB board members
5. Responsible for billing on behalf of the grant
6. Works within Lincoln County to recruit and advocate for LCJJB

7. Partners with courts, correctional systems, law enforcement services, and youth development entities as needed
8. Is responsive to the requests of the District Judge assigned to Lincoln County
9. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prior to start date, Contractor must provide:

Proof of Professional Liability Insurance and R9 Vendor Forms: direct deposit form, vendor information form, ERB screening form, W-9, and a background check (if applicable).