

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

JUVENILE DIVERSION COORDINATOR

CLASS CODE: 99-61-44

POSITION PURPOSE

Creates effective and efficient processes surrounding the use of detention to reduce juvenile detention populations while ensuring public safety and researches and promotes effective juvenile diversion programs that can be utilized.

DISTINGUISHING FEATURE

This position is responsible for being the program expert of alternatives to juvenile detention and diversion programming.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Provides the framework for developing and implementing alternatives to juvenile detention and diversion programs and trains and educates staff to ensure effective and efficient processes.
 - a. Recognizes the importance of collaboration and leadership.
 - b. Relies on data to develop policies and programs.
 - c. Implements effective, objective admissions policies and practices.
 - d. Enhances available alternatives to secure detention.
 - e. Reduces delays in case processing and corresponding length of stay in detention.
 - f. Focuses on challenges presented by special populations including youth admitted for violations or probation and warrants, and youth awaiting dispositional placement.
 - g. Establishes a process for detention facility self-inspection to address conditions of confinement.
 - h. Identifies strategies to reduce racial disparities in the use of secure detention.
 - i. Identifies and provides technical assistance to implement juvenile diversion programs across the state.

2. Collects and analyzes juvenile detention and diversion data to review current processes and recommend changes.
 - a. Develops, maintains, and manipulates databases to produce analytical reports, draw conclusions and explain results, and assist in identifying needed improvements.
 - b. Reviews data on the juvenile detention population including those referred to detention, those in secure detention, and those placed in detention alternatives.
 - c. Reviews data on juvenile diversion programs to determine successful completion outcomes.

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- d. Tracks policies and procedures implemented, evaluates whether strategies implemented achieve intended outcomes, prepares related reports, and recommends improvements.
 - e. Participates in the development of appropriate methodologies both quantitative and qualitative.
 - f. Develops research instruments to gather information and data.
 - g. Reviews court, detention, and program files.
 - h. Interviews juvenile justice personnel to gather information.
3. Provides oversight to the statewide JDAI Stakeholder Steering Committee to ensure progress of goals and objectives, provide guidance and information on best practices and strategies, and initiate statewide enhancement and expansion.
 4. Coordinates statewide strategy through discussion and/or legislation in support of alternative to detention principles and practices.
 5. Ensures court approved diversion programs are grounded in up to date adolescent development research.
 6. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position does not supervise but does provide training and evaluation of JDAI.

ESSENTIAL FUNCTIONS REQUIRE

General physical activities of a normal work day, sitting, standing, lifting, and driving; attendance in accordance with rules and policies; extensive in-state travel and occasional out-of-state travel to organize and attend meetings and trainings; proficiency in the use of typical office equipment such as telephone, copier, computer, etc. The incumbent analyzes and gathers information, data, and statistics and provides outcomes; provides interpretation and direction on policies and procedures; exhibits computer capabilities; provides training; works effectively with coworkers and the public; manages stress; meets deadlines; and communicates both verbally and in writing complex ideas, procedures, and policies.

PROBLEMS AND CHALLENGES

Challenges include promoting and implementing statewide alternatives to juvenile detention programs within Circuits and ensuring consistency and effectiveness; ensuring the implementation of detention best practices, including working with multiple agencies outside the UJS who serve in key roles as stakeholders in the program; remaining current with national detention reform policy and practices and effectively apply those policies and practices to fit state and local needs while adhering to the overriding core strategies of JDAI; and evaluating extensive data to ensure program effectiveness and efficiency.

DECISION-MAKING AUTHORITY

Decisions include how to collect and analyze data; how to share alternatives to juvenile detention program information, address questions, and report progress; how to provide training and information concerning alternatives to juvenile detention; identifying and recommending

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improvements to the alternatives to juvenile detention program; and recommending evidence-based juvenile diversion programs for areas in the state.

Decisions referred include statewide alternative to juvenile detention and diversion program strategy; and policies and procedures.

CONTACT WITH OTHERS and PURPOSE

This position will have daily contact with the Director of Trial Court Services. There will be frequent contact with Chief Court Services Officers, Court Services Officers, and Circuit Court Judges to carry out the principles and responsibilities of alternatives to juvenile detention and diversion programs. There will also be frequent contact with other state and community agencies and key stakeholders including the Department of Corrections, the Department of Social Services, law enforcement, detention personnel, state's attorneys, defense attorneys, school personnel, and county commissioners; all who serve key roles in the implementation and sustainability of the alternatives to juvenile detention and diversion programs.

WORKING CONDITIONS

The incumbent works in a typical office environment and travels extensively across the state for meetings and to promote the alternative to juvenile detention and diversion programs and occasional out-of-state travel to meetings and training.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- juvenile detention processes;
- juvenile diversion programs;
- court processes;
- research methods and statistical techniques.

Ability to:

- interpret and explain research results and data findings;
- communicate effectively, verbally and in writing;
- lead discussions regarding strategies for justice system reform and detention alternatives;
- work independently and productively;
- manage time effectively;
- work cooperatively, collaboratively, and diplomatically with key stakeholders from within and outside the Unified Judicial System;
- facilitate challenging discussions and problem-solving;
- understand and anticipate barriers to juvenile detention reform.

Education:

Bachelor's degree in criminal justice or a related field.

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Experience:

Two (2) years of experience working in juvenile justice, social justice, or a related field; or an equivalent combination of related education and experience. Five (5) years of experience would be preferred.