

Job Title: Lead Community Justice Officer

Reports to: Director of Cheever Treatment Center/Community Resources

Summary

In addition to their principle duties and responsibilities as a Community Justice Officer, supervises other Community Justice Officers in the delivery of community based services to youth as ordered by the court. Active in creating preventative programming such as groups, truancy prevention, and skill development. Collaborates with other service agencies throughout the community.

Principal Duties & Responsibilities

1. Develops and implements policy and procedures for the delivery of services for community based and preventative programming, including collection of data on services and outcomes. Acts as a liaison with courts, law enforcement, social agencies etc.
2. Assists the Director in preparing and monitoring community resource budget for administrative and judicial review/approval.
3. Reviews referrals and court orders and assigns accordingly. Including, but not limited to, bond surveillance, community justice, adoption studies and community services.
4. Along with Director, receives and discusses performance and licensing reports and implements necessary corrective action plan.

Other Duties on the Job:

Performs managerial functions of interviewing and hiring staff, overseeing orientation and training, assigning and scheduling duties, evaluating performance, meeting with community justice, and disciplining in accordance with court policy and labor agreements.

Participates in community collaborations, committees, and organizations related to juvenile justice and community outreach.

Develops and coordinates prevention programming for identified at-risk children and families.

Work with and assist Truancy officer as needed to develop preventative plans to reduce court involvement due to educational neglect. Helps to coordinate, oversee, and run groups in schools for at-risk elementary students with truancy or behavioral concerns.

Create and monitor surveillance schedules as needed.

Coordinates with Allegan transit maintenance of Community Justice vehicles.

Performs all other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Education/Experience

Bachelor's Degree in criminal justice, social work, or other human services field. Three years' experience in a public or private child residential facility, three years' experience in a family court setting. Three years' experience in a community justice setting.

The employer, in its discretion, may consider an alternative combination of formal education and work experience.