

## LANCASTER COUNTY JUVENILE JUSTICE COORDINATOR

### NATURE OF WORK

This is responsible human services work evaluating and coordinating services and contracts in the Lancaster County Juvenile Justice System.

Work involves communicating with law enforcement, legal and detention personnel in order to identify alternatives. Work also involves grant writing, grant management, and contract monitoring. General supervision is received from the Human Services Administrator with work reviewed in the form of reports, conferences and results achieved.

### EXAMPLES OF WORK PERFORMED

Oversee juvenile justice grants including writing and implementation of those grants; write and coordinate the comprehensive juvenile services plan; monitor programs and contracted service providers for effectiveness and capacity.

Understanding of state statutes as it relates to juveniles and ability to prepare information on the impact of statutory changes.

Establish, develop and maintain relationships with potential public and private juvenile service providers; meet with juveniles, family members, school officials, case workers, medical providers and associated service providers to obtain and exchange placement information.

Provide direct supervision and oversight of the Early Assessment Process and Pre Adjudicated Services personnel.

Provide and maintain case records related to alternative release and placement referrals/activities; develop and complete program informational forms and service summaries; maintain program statistics and related financial records and complete required reports; participate in and facilitate community groups and task forces related to juvenile detention and program services.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and methods used in providing juvenile detention and release services.

Knowledge of the functions and services provided by various community agencies related to juvenile detention.

Knowledge of juvenile legal proceedings, juvenile court and probation systems and general law practices.

Ability to conduct thorough interviews and utilize the information to make appropriate recommendations.

Ability to establish and maintain effective working relationships with juveniles, law enforcement and justice system personnel, community service providers, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Knowledge and understanding of grants and grant management.

Knowledge of team dynamics and ability to effectively facilitate and lead a team.

Ability to generate and maintain accurate records.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in criminal justice, social work or related field and considerable experience in providing direct care services to juveniles. Experience in juvenile probation or working with juvenile service providers preferred.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in criminal justice, social work or related field and experience in providing direct care services to juveniles or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.