

VACANT POSITION
DEPARTMENT: JUVENILE COURT
OBTAIN APPLICATION: <http://www.spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO: employment@spaldingcounty.com or 119 E. Solomon
Street, Room 110
CLOSING DATE: Until Filled

JOB TITLE: Part Time Juvenile Program Coordinator (Position #2009)
SALARY: Pay Grade 12; Hiring Rate \$23.67 Hourly
Provisions of the Personnel Ordinance for Promotion/demotion/transfer
Work Schedule: Temporary, approximately 20 hours per week.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: A bachelor's degree in criminal justice, social work, psychology, or a related field is preferred, or an associate's degree with relevant experience in juvenile justice or associated programs. Two to three years of experience in juvenile justice, social services, or related field preferred. Knowledge of evidence-based interventions and basic grant management is helpful. Must have knowledge of cognitive-behavioral approaches and juvenile justice best practices. Valid driver's license required.

GENERAL STATEMENT OF JOB: Under general supervision, is responsible for assisting with the daily operations of the Juvenile Justice Incentive Grant Program, specifically supporting the implementation of Thinking for a Change (T4C). Coordinates with court personnel, community partners, and contracted service providers to ensure program fidelity and achievement of grant objectives. Assists with data collection, report preparation, and participant tracking. Reports to the Juvenile Court Judge or designated supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate various office equipment, such as a computer, telephone, calculator, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at the same level as those for sedentary work.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Assists in supervising and coordinating activities of T4C facilitators, supporting program delivery to ensure fidelity to the evidence-based model.

Supports participant referrals, intake, and assessment processes, ensuring appropriate screening using the Pre-Disposition Risk Assessment (PDRA).

Assists with the coordination of contractors implementing both T4C and supplemental components.

Maintains comprehensive records of program activities, participant progress, and outcomes as required by the Criminal Justice Coordinating Council.

Assists in preparing quarterly and annual reports on program activities, outcomes, and budgetary information.

Facilitates communication between the juvenile court, probation officers, schools, mental health providers, and other community partners.

Monitors program budget and expenditures, ensuring compliance with grant requirements.

Assists with the coordination of participant transportation services to ensure consistent program attendance.

Supports mental health screenings and referrals for program participants.

Conducts program evaluation activities, including pre/post assessments and recidivism tracking.

Assists with organizing and facilitating stakeholder meetings and program orientations.

Assists with grant renewal applications and sustainability planning.

Supports T4C facilitator training and professional development coordination.

Attends CJCC meetings, trainings, and conferences as assigned.

Performs other related duties as required