

JOB DESCRIPTION

Position Title: Juvenile Justice Intervention Specialist	Job Status: Full Time Pay Rate: \$15.10-\$16.80 DOE
Department: JJDP	Location: Sandoval County – Bernalillo JJDP
Reports To: JJDP Supervisor	Number of People Supervised: 0

POSITION PURPOSE

Provide law enforcement an alternative to incarceration for youth who have been detained for low level misdemeanor or felony offenses. Provide RAC intervention services in assigned communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

Employee Relations and Supervision

- Provide services in culturally competent and client friendly manner.
- Collaborate with JPPO, JJAC, School Officials, Law Enforcement, Tribal Officials and team members.
- Assist families in accessing services and making appointments if needed.
- Acts as a liaison to community resources and referral sources.
- Completes and maintains documentation as required.
- Utilizes effective, positive communication skills with clients, staff, supervisors, community and general public.

Management of Program Service Delivery

- Manages time effectively insuring provision of services and documentation timeliness.
- Maintains a professional appearance and attitude.
- Conduct functional assessments.
- Maintains professional telephone and e-mail standards.
- Will provide feedback to supervisor, when requested, in regard to policies, procedures, and program evaluation.
- Assures all equipment and overall environment is maintained in a safe, secure working condition.

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EDUCATION & RELATED WORK EXPERIENCE

**Education Level/ Years of Related Work Experience:
(minimum & preferred educational requirements necessary to perform this job successfully)**

Bachelor's degree in Social Sciences with one year relevant experience with the target population
Associate's degree and a minimum of two years of experience working with the target population
High school diploma (or GED) and a minimum of three years experience working with the target population;

SKILLS AND KNOWLEDGE

	Required	Preferred
Knowledge of community resources and experienced in providing referral services clients	X	
Strong leadership, mentoring and coaching skills	X	
Good assessment, evaluation and interviewing skills	X	
Must have good interpersonal skills	X	
Ability to relate well in cross-cultural environments	X	
Good time management and organizational skills	X	
Ability to focus on details;	X	
Willingness to work flexible hours including evening and weekends	X	
Must possess the ability to respond promptly and correctly to deadlines	X	
Proficiency in computer skills such as Microsoft Office; including Word, Outlook, and Excel.	X	
Bilingual, English, Spanish, or Kares speaking		X
Be able to deescalate and manage aggressive behavior of clients	X	
Ability and willingness to travel locally and regionally to meet agency needs	X	

CONDITIONS OF EMPLOYMENT

(Describe any specific conditions for employment relative to this position)

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.
Must have car, valid driver's license, and meet state required automobile insurance minimums.

WORK ENVIRONMENT/ AMERICANS WITH DISABILITIES ACT

Equipment Used:

PC and standard office equipment

Physical Requirements:

The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

Equal Employment Opportunity

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Job Responsibilities

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS

Creation Date:**Revision Date:****Supervisor: I have approved this job description and reviewed with my employee.**

Signature:

Date:

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature:

Date:

Executive Director/Department Director

Signature:

Date: