

Community Youth Services is recruiting for a full-time Program Director for its Juvenile Diversion and Restorative Justice Program. This program manages case supervision of the Juvenile Diversion and Restorative Justice Program that works with first time juvenile offenders.

Monthly salary \$3,915

POSITION QUALIFICATIONS:

1. Bachelor's Degree in Social Science field plus three to five years' experience within a human services agency, preferably youth-oriented, and
2. Supervisory experience required.

AGENCY QUALIFICATIONS:

1. The ability to pass an extensive background check with no history of conviction or perpetration of child abuse or physical harm to another person,
2. Professional and personal conduct that maintains a personal and professional background so that criminal history remains free from unlawful conduct. ,
3. A valid Washington State Driver License with a three-year good driving record. The ability to pass and maintain a clean driving records check. Professional or personal conduct that results in a restricted or denied driving status could result in termination of employment,
4. Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted,
5. A sensitivity and responsiveness to the cultural differences in the organization's employment and service population,
6. Must possess, or obtain within 30 days of employment CPR/1st Aid/Bloodborne Pathogen certification, and
7. Strong interpersonal skills, including the ability to work as part of a team. (EOE).

MAJOR RESPONSIBILITIES:

A. Program Management

1. Develops and maintains the Diversion budget and other juvenile justice programs, as they fit into the CYS continuum of care,
2. Manages the Diversion and Restorative Justice Programs, including setting program direction, reporting program accomplishments and services and ensuring that program grant goals are met,
3. Works with the Prosecuting Attorney's Office to strengthen relationship and facilitate the referring of youth to the Diversion Program, and
4. Represents the Diversion Program in a competent and professional manner in interactions with other agencies and victims.

B. Participant Services

1. Conducts intake interviews with youth and their parents which consist of explaining the Diversion process and providing "due process", informing the youth about the charge against them, gathering pertinent participant demographic information and collecting fees for services,
2. Facilitates Community Accountability Boards and Restorative Justice Conferences, and

3. Monitors an average caseload of 70 youth. Monitoring will include, but not limited to, providing the youth/parents with referral information for appropriate resources and weekly contact with the youth to monitor compliance with their Diversion Agreement.

C. Administrative Services

1. Completes all paperwork associated with the Diversion Program,
2. Reviews and updates program policies, and
3. Facilitates informational classes for youth including Decision-Making and Conflict/Response.

D. Supervision/Staff Management

1. Plans and leads regular staff meetings in order to keep staff well informed, develop skills, set directions and track goals,
2. Meets with staff on an monthly basis in order to review performance and goals and provides assistance where needed to reach those goals,
3. Provides leadership for program direction, and provides support, direction and training for staff, and
4. Recruits, hires, trains and supervises qualified staff, interns, and/or work study participants.

E. Agency-wide Support

1. Participate in weekly leadership meetings and activities, and
2. Completes and present quarterly review reports.

F. Budget Management

1. Develops program and grant budgets, based on funder guidelines in support of meeting program goals and outcomes,
2. Manages staff expenditure requests to support program goals,
3. Monitors the various budgets monthly and submits budget modifications to funders if necessary, and
4. Develops annual CYS program budgets, based on grant budgets.

G. Grant / Report Writing

1. Writes quality competitive grants to ensure program continuation,
2. Prepares and submits quarterly reporting to contract funders,
3. Assesses critical unmet community needs by researching local, state and national needs assessments and network with local experts, councils, boards and service providers,
4. Seeks out additional grant opportunities, and
5. Develops additional funding strategies helping ensure program sustainability.

Check out our benefit package on our website

<http://www.communityyouthservices.org/employment.shtml>

ALL ITEMS MUST BE SUBMITTED IN ORDER TO BE CONSIDERED FOR THE POSITION:

1. Resume and cover letter
2. CYS Employment Application <http://www.communityyouthservices.org/employment.shtml>
There are two versions on our website – a fillable Word version and a printable pdf version.
You can submit either one.

Email to hr@communityyouthservices.org - Reference _____ in the subject line

You will need to submit a driver's abstract before an interview will be scheduled.

** No phone calls please **