

DAVISON COUNTY STATE'S ATTORNEY

Davison County Public Safety Center
1015 South Miller Ave., Mitchell, SD 57301-4230
phone (605) 995-8627 fax (605) 995-8629

Title: Youth Diversion Coordinator

Reports to: Davison County State's Attorney

Status: Full-Time Non-exempt

The Youth Diversion Coordinator under the direction of the Davison County State's Attorney will be responsible for the coordination, management, and expansion of the local Juvenile Detention Alternatives Initiative (JDAI), a juvenile justice improvement and detention alternative program. The Youth Diversion Coordinator is a grant funded position.

JDAI Responsibilities:

- Plan and coordinate regular meetings of the JDAI Collaborative, including the Steering/Executive Committee and all JDAI workgroups, as necessary. Duties include agenda planning, pre-meeting data review and analysis, preparation of data and other materials to be shared and discussed at the meeting, assisting the Chair with running the meeting (as necessary), and keeping minutes.
- Review and request relevant data and data analysis from stakeholders and JDAI Coordinator.
- Prepare and review various written documents, procedures, and agreements, formal position statements, action plans, and other assignments as needed.
- Represent the JDAI collaborative at meetings with other local groups and boards.
- In consultation with state JDAI coordinator, participate in state JDAI meetings, JDAI training seminars, JDAI model site visits to other states; and the national JDAI conference.
- Participate in regular conference calls with other South Dakota JDAI sites.
- Keep the JDAI collaborative and other South Dakota JDAI partners informed of progress and challenges with regular reports/communications summarizing recent issues, policy/procedure changes, significant developments, and other activities.

Diversion Responsibilities:

- Assist in the development of policies and procedures for the Diversion Coordinator.
- Collaborate within the Davison County State's Attorney's office, as well

as with law enforcements, schools and other community partners.

- Provide regular reports on the success of diversion to key stakeholders.
- Perform public speaking to groups and individuals to explain the program.
- Ensure programmatic quality through definable program outcome measurements and objectives.
- Gather and report statistical information on clients in caseload.
- Complete grant and contract reports per the requirements of the funding sources.
- Complete screening and assessment for youth and families referred to the diversion program.
- Gather information from youth, parents, schools and social service agencies.
- Explore all likely sources of information regarding the home and family life.
- Provide case management services as needed.
- Meet with family and/or youth in the diversion program as needed for guidance, education, and motivation.
- Attend court as needed for testimony, information sharing and receipt of referrals.
- Complete all forms and reports necessary to maintain accurate case documentation and statistics.
- Maintain an awareness of available community resources.
- Advocate for families and youth when necessary.

Job Requirements:

- Bachelor's degree in criminal justice, social science, liberal arts, or related field.
- Must possess and maintain a valid driver's license with proof of insurance and own mode of transportation at the time of hire and throughout the course of employment.
- Successful completion of background check.
- Strong organization and communication skills.
- Technology proficiency.

Physical Requirements/Work Environment:

The Youth Diversion Coordinator may also have to manage a number of projects at one time, and may be interrupted frequently to meet the needs of youth and organizations. The Youth Diversion Coordinator may find the environment to be busy, noisy and will need excellent organization and time and stress management skills to complete the required tasks. The Youth Diversion Coordinator must remain patient and committed to the activities, and may have to engage in conflict resolution or crisis management at times.

Periodic travel will be necessary.

Strong analytical, writing, and verbal presentation skills are necessary.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Employee Signature

Date

Most Current July 2019