**Job Description**- Youth Justice Case Manager

Part time-20-25 hours/wk.

**Reports to:** Youth Services Coordinator

**Definition:** The Youth Justice Case Manager will provide a variety of restorative interventions that reduce and eliminate further involvement in the juvenile justice system. Services will vary depending on individual case. All Services are designed and delivered to support participants at all levels of risk from preventing youth from having juvenile justice involvement, to supporting them through navigating the court system and community supervision, with the emphasis and goal of exiting justice involvement and preventing recidivism.

**Qualifications:** Bachelor’s degree in education, human services, criminal justice, youth development, or related field or experience. Training and education in substance use, youth development, and the criminal justice system may be substituted for education requirement or experience. Knowledge of community resources or willingness to learn. Ability to maintain confidentiality at all times. Organization, strong time management, record keeping, and computer skills. Ability to work independently as well as part of a team. Self-starter, strong verbal and written communication skills, ability to relate well with youth, and a high standard for maintaining personal/professional boundaries. Flexible schedule; some evening work may be required based on individual referrals.

**Duties:**

* Maintain caseload of program participants
* Work collaboratively with team members and referring agencies
* Maintain ongoing relationships with community volunteers.
* Volunteer recruitment as needed for panels.
* Maintain records and progress reporting systems in compliance with agency standards and grant requirements.
* Provide services and activities as directed- including, but not limited to:

- mentoring/one on one support/positive role model intervention

- School attendance support

- Assuring youth’s whereabouts and activities are consistent with their conditions of probation

-Family support

- Skill building classes and activities

- Organize and facilitate pro-social leisure youth activities

- Facilitate restorative panels

- Support youth to complete restorative contract requirements

- Organize and support community service opportunities

- Lead restorative circles

- Provide client intakes, screenings, and assessments

- Provide case management and support

- Provide alternative restorative interventions that reduce and eliminate further involvement in the juvenile justice system

* Communicate with DCF, schools, courts, and referring partners on a regular basis, verbally or in writing, as needed or requested
* Maintain procedures that protect confidentiality and personal/professional boundaries
* Attend meetings and trainings as required
* Document youth behavior and activities as required
* Maintain data electronically on all cases
* Provide transportation as needed
* Complete all required forms, correspondence, and reports in a timely manner
* Participate in agency meetings and events
* Assist in maintaining a clean and healthy environment
* Various other duties as needed

***The Franklin Grand Isle Restorative Justice Center is an equal opportunity employer***