



## Job Description

**JOB TITLE:** Diversion Programs Coordinator

**PROGRAM:** Diversion Programs  
(Kauai Teen Court, Family Conferencing, Victim Impact)

**REPORTS TO:** Community Programs Director

**TYPE OF POSITION:** Non-Exempt

**APPROVED BY:** \_\_\_\_\_ **Date:** 10/2021  
Executive Director

**SUPERCEDES JOB TITLE AND DESCRIPTION DATED:**  
Kaua'i Teen Court Manager 4/99, 06/01, 05/06, 05/17, 12/18

**I. JOB SUMMARY:** Under the general supervision of the Community Programs Director, and in keeping with the mission and goals of the agency, coordinates the Kaua'i Teen Court, Family Conferencing and Victim Impact services

**II. QUALIFICATIONS/REQUIREMENTS:**

**Skills/Knowledge:** Knowledge of juvenile justice, prosecutor, and police systems, knowledge of Hawai'i DOE Discipline policies, knowledge of community resources, parent/adolescent dynamics, and educational modules such as anger management, victim awareness, conflict resolution, etc.

**Education/Training:** Bachelor's Degree in human services or juvenile justice preferred; knowledge of court process preferred. Certified in CPR and First Aid

**Experience:** Two-years experience working with youth and families

**III. ESSENTIAL JOB FUNCTIONS:**

- Kauai Teen Court
  - Recruit and train youth and adult volunteers to serve as educators, court facilitators, peer jurors, attorneys, court officers, and attorneys who serve as judge of the court in Kaua'i Teen Court.
  - Provide intake sessions with parents and respondents prior to court.
  - Facilitate court sessions by scheduling and staffing
  - Conduct community education campaigns as part of recruiting youth and adult volunteers; disseminate information about Teen Court as an alternative to the Family Court System.

- Developing Kaua'i Teen Court through creative solutions to emergent issues and by incorporating existing materials from other models to offer educational and skill-building components as sentencing options
- Facilitate meaningful community service sentencing options as appropriate
- Interface with Kaua'i County offices, including Mayor, Prosecuting Attorney, Juvenile Probation Dept., and Police to receive referrals, report on respondents' compliance, requests recidivism data and access facilities
- Victim Impact/Family Conferencing
  - Interface with the Juvenile Client and Family Services Branch, Fifth Judicial Circuit for reporting and system improvement purposes
  - Provide intake sessions with parents and respondents prior to classes.
  - Coordinate for victim impact classes/panels for juvenile probationers and other appropriate classes.
- General
  - Provide for reports and attend training and meetings as required
  - Maintain consumer confidentiality at all levels
  - Demonstrate acceptance and implementation of the organization's philosophy of family-centered, strengths-based, collaborative services
  - Be sensitive to disparate Native Hawaiian and Pacific Island youth involvement in juvenile justice systems in Hawai'i.

#### **IV. OTHER JOB FUNCTIONS:**

- Report on program outcomes and quality improvement activities in cooperation with Community Programs Director.
- Coordinate with Community Programs Director on receipt of service authorizations.
- Coordinate and report on pre-service and in-service training.
- Provide required documentation for assessing program progress and barriers.
- Maintain current documentation of agency and program policies and procedures.
- Maintain linkages with agencies and constituencies to insure good communication and information sharing.
- Participate in all multi-agency projects, trainings, and meetings as required.
- Maintain consumer/participant and agency confidentiality at all levels.
- Other duties as deemed necessary and assigned.

#### **V. WORKING CONDITIONS:**

**Environment:** Business office except for intake, court, and group educational sessions, which are held in community settings

**Equipment Use:** Computer, telephone and all other standard office equipment

**Work Hours:** Normal business hours 8:30 am-4:30 pm, flexible scheduling to maintain regular court, intake and group session calendar including evening hours. Flexibility required.

- VI. PHYSICAL DEMANDS:** Frequent sitting, frequent walking, and occasional carrying of 30 pounds.
- VII. MENTAL DEMANDS:** Frequent work with deadlines, frequent decision making, use of judgment and discretion.
- VIII. COMMUNICATIONS DEMANDS:** Frequent reading and writing required; requires ability to interpret written and oral needs/requests of others; moderate, effective oral (in person and telephonically) communication required; must work collaboratively with different ethnic groups and be sensitive to the cultural language or dialect, financial and educational diversity of colleagues and consumers
- XI. OTHER:** Must have access to a vehicle, and if driving, must have a valid driver's license, a safe and responsible driving record, and a minimum of \$100,000 bodily injury coverage on personal auto(s).