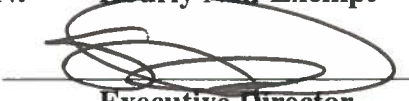




HALE 'ŌPIO KAUAI
INC.

Job Description

JOB TITLE: Diversion Programs Assistant
PROGRAM: Diversion Programs
REPORTS TO: Diversion Programs Coordinator
TYPE OF POSITION: Hourly Non-Exempt
APPROVED BY:  Date: 12/12/18
Executive Director

SUPERCEDES JOB TITLE AND DESCRIPTION DATED: Kaua'i Teen Court Assistant 10/18

- I. **JOB SUMMARY:** Under the general supervision of the Diversion Programs Coordinator (DPC), and in keeping with the mission and goals of the agency, provides support to the Kaua'i Teen Court, Victim Impact Classes and Family Conferencing

- 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: One-year experience working with youth and families

- III. **ESSENTIAL JOB FUNCTIONS:**
 - **Kauai Teen Court**
 - Assist w/ recruitment and training of youth and adult volunteers to serve as educators, court facilitators, peer jurors, attorneys, court officers, and attorneys who serve as judge of the court.
 - Support community education campaigns efforts as part of recruiting youth and adult volunteers; disseminate information about Teen Court as an alternative to the Family Court System.
 - Assist in conducting intake sessions with parents and respondents prior to court sessions.
 - Assist in facilitating court sessions

- **Victim Impact/Family Conferencing**
 - Assist in providing for victim impact classes/panels for juvenile probationers and other appropriate classes
- **General**
 - Maintain consumer confidentiality at all levels
 - Demonstrate acceptance and implementation of the organization's philosophy of family-centered, strengths-based, collaborative services

IV. OTHER JOB FUNCTIONS:

- Report on program outcomes and quality improvement activities in cooperation with DPC.
- Coordinate and report on pre-service and in-service training.
- 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 office/community settings
Equipment Use: Computer, telephone and all other standard office equipment
Work Hours: Part Time position, 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).

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title Diversion Programs Assistant and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of an expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgement _____ Date _____