



## Job Description

**JOB TITLE:** Youth Empowerment Specialist

**PROGRAM:** Kauai Teen Court

**REPORTS TO:** Community Programs Director

**TYPE OF POSITION:** Non-Exempt

**APPROVED BY:**

**Executive Director**

**Date:** 05/18/2023

### **SUPERCEDES JOB DESCRIPTION TITLED AND DATED: Youth Empowerment Specialist (YES): Kauai Teen Court December 2022**

**I. JOB SUMMARY:** Under the general supervision of the Community Programs Director and led by the Diversion Programs Coordinator and in keeping with the mission and goals of the agency and Kaua'i Teen Court.

#### **II. QUALIFICATIONS/REQUIREMENTS:**

**Skills/Knowledge:** Knowledge of juvenile justice, prosecutor, and police systems, knowledge of community resources, knowledge of parent/adolescent dynamics, and educational modules such as anger management, victim awareness, conflict resolution, etc. Computer literate.  
**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 of experience working with youth and families.

#### **III. ESSENTIAL JOB FUNCTIONS:**

- Recruit and train youth and adult volunteers to serve as educators, court facilitators, peer jurors, attorneys, court officers, and attorneys serving as court judges.
- Conduct community education campaigns to recruit youth and adult volunteers; disseminate info to promote Kauai Teen Court as an alternative to the Family Court system.
- Continue 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 Prosecuting Attorney, and Police, to receive referrals, report on respondents' compliance, requests recidivism data, and access facilities.
- 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 before the court.
- Facilitate court sessions by scheduling and staffing.
- Provide 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.

**IV. OTHER JOB FUNCTIONS:**

- Other duties as deemed necessary.

**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:** Part Time position that maintains regular court, intake, and group session calendar, including evening hours. Flexibility required.

**VI. PHYSICAL DEMANDS:** Frequent sitting, frequent walking, 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 the ability to interpret written and oral needs/requests of others; moderate, effective oral (in person and telephonically) communication required; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, and educational diversity of colleagues and consumers.

**IX. 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 liability coverage on personal auto(s).

This job description is intended to indicate the kind of tasks and work difficulty required of the position given the title **Youth Empowerment Specialist** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or modify the supervisor's right to assign, direct, and/or control employees' work under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Employee's Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_