




## Job Description

**JOB TITLE:** Diversion Programs Coordinator

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

**REPORTS TO:** Director of Youth & Community Empowering Supports

**TYPE OF POSITION:** Full-Time non-exempt

**APPROVED BY:**  Date: 6/24/2026  
Executive Director

**SUPERCEDES JOB TITLE AND DESCRIPTION DATED:**  
Kaua'i Teen Court Manager 4/99, 06/01, 05/06, 05/17, 12/18, 5/23, 7/23

- I. JOB SUMMARY:** Under the general supervision of Director of Youth and Community Empowering Supports, 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 serving as court judges.
    - Provide intake sessions with parents and respondents before the court.
    - Facilitate court sessions by scheduling and staffing

- Conduct community education campaigns to recruit 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, 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 before classes.
  - Coordinate victim impact classes/panels for juvenile probationers and other appropriate classes.
- General
  - 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:

- Report on program outcomes and quality improvement activities in cooperation with Director of Youth and Community Empowering Supports.
- 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 ensure good communication and information sharing.
- Participate in all multi-agency projects, training, 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:** Full time position, minimum 40 hours per week, typically 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 the 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 Coordinator** 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 a particular 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 \_\_\_\_\_