

Champaign County Regional Planning Commission

Job Description

Position Title: Youth Assessment Center (YAC) Coordinator

Reports To: Program Manager or Director

Supervisory Responsibility: Case Manager I and II, Interns, Volunteers

FLSA Status: Exempt

Summary/Objective:

- Delivery of assigned program services in accordance with Agency Vision, Mission, and Values and applicable program contracts, manuals, and guidelines, including the Juvenile Court Act.
- Coordination and implementation of services in assigned programs in compliance with all relevant State, Federal, and local provisions.
- Building and maintaining collaborative partnerships with Champaign County Court Services staff, law enforcement, community agencies, schools, funders, referral sources, and agency procured contractors, etc.

Required Knowledge, Skills, and Abilities:

- Bachelor's degree in human services or related field, experience working in juvenile justice, and at least one year supervisory experience.
- Skills in staff training and supervision.
- Ability to develop and implement processes for program service delivery.
- Ability to learn the use of web-based systems.
- Ability to prioritize and handle emergency or crisis situations.
- Ability to pass criminal background check.
- Strong background in customer services and human services with program's target population.
- Driver's license and ability to visit home sites throughout Champaign County
- Ability to follow program procedures while adjusting work style to meet the needs of the client.
- Ability to attend community meetings, provide program information at community meetings, provide formal program presentations, and collect and share relevant meeting information with team.
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- Ability to handle program and client information in a confidential manner and report concerns as mandated.
- Ability to understand the vision, mission, and values of CCRPC and to implement in everyday work.
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community.
- Knowledge of trauma-informed care principles.
- Ability to react to change productively.
- Ability to follow written and oral instructions with minimum supervision.
- Ability to communicate effectively both written and orally.

- Ability to complete timely and accurate documentation.
- Ability to function professionally in stressful situations.
- Ability to work individually and as a team member.
- Ability to implement concepts learned from training.
- Ability to set work priorities and organize effectively to meet deadlines.
- Proficient in English (spelling, punctuation, grammar).
- Ability to attend worksite regularly to perform job duties and responsibilities.
- Computer skills needed to complete case documentation, data entry and timesheets.
- Ability to attend program meetings and/or training as required
- Ability to work a flexible schedule to accommodate program scheduling needs including periodic evenings and weekends.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Observe staff job performance.
- Travel to meetings, training, service delivery, and other work sites
- Sit/stand at a desk 80% of workweek
- Travel 20% of workweek
- Lift and carry equipment necessary to complete work, approximately 20 pounds

Specific Duties and Responsibilities:

- Provides on the job training and regular supervision to assigned staff to assure effectiveness of the team and successful performance of individual staff members.
- Promotes professional working relationship Champaign County Court Services staff, law enforcement, community agencies, schools, funders, referral sources, and other parties relevant to YAC program.
- Application of Balanced and Restorative Justice (BARJ) principals in work with youth and families.
- Responsible for reliable and consistent program deliverables (program enrollment, station adjustments, YASI assessments, service referral and linkages), including direct service delivery when providing shift coverage of the YAC.
- Responsible for ensuring YAC shift coverage, covering unplanned staff absences as necessary.
- Utilize motivational interviewing skills.
- Determine the appropriate diversion action (station adjustment or warn & release) based on information provided.
- Facilitate YAC Advisory Committee meetings.
- Use available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports, including Filemaker, JANO, ARMS, etc.
- Provide required monthly, quarterly, and annual reports of services.
- Participate in preparation of grant applications supporting YAC services.
- Follow-up regularly with youth, family and service partners.

- Carry a caseload of up to 20 youth at any given time.
- Document all service provision no later than 48 hours of service/contact.
- Attend training as required by supervisor.
- Participate in team meetings and individual supervisions and other committees/meetings as requested/assigned.
- Participate in the selection, interview, hiring, and orientation process of new employees.
- When necessary, participate in investigations of violations of policies and procedures, issue discipline and participate in the grievance process.
- Complete payroll data entry. Monitor and approve staff time, time-off, travel and reimbursement requests.
- Share information and resources with team.
- Maximizes coordination and communication among all the Community Services programs and staff.
- Consults and coordinates with other systems/service providers (school, agencies) to maximize service effectiveness.
- Maintain up to date work schedule in Outlook calendar
- Demonstrates openness to constructive feedback about personal work habits, with a focus on continuous improvement of job performance, and growth in terms of professional development.
- Other duties as assigned

Competencies:

- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management

Work Environment:

- Office work may be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work
- Evening and weekend availability is required as needs of the program dictate.
- Work may include providing services in unconventional settings. These could include, but are not limited to parks, schools, libraries, while traveling in an automobile, or in client's/families homes.
- Regularly exposed to outdoor weather conditions.
- Regular lifting (overhead, waist level)

Disclaimer:

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Signature of Employee _____ Date _____

Revision Date: 3/6/17