

# Champaign County Regional Planning Commission

## Job Description

**Position Title:** Coordinator-Justice Diversion Program

**Reports To:** Program Manager or Director

**Supervisory Responsibility:** Interns

**FLSA Status:** Non-Exempt

### Summary/Objective:

- Delivery of assigned program services in accordance with applicable program guidelines and Agency Vision, Mission, and Values.
- Building and maintaining collaborative partnerships with law enforcement, community agencies, schools, funders, referral sources, etc.

### Required Knowledge, Skills, and Abilities:

- Bachelor degree in Social Work, Master's in Social Work preferred.
- Skills in staff recruitment, 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.
- Knowledge of domestic violence influence, factors, and treatment options.
- Valid driver's license, safe and reliable vehicle and the ability to transport clients on occasion.
- Ability to visit home sites throughout Rantoul and sites in Champaign County.
- Ability to follow program procedures while adjusting work style to meet the needs of the client.
- Possess motivational interviewing skills.
- Knowledge of treatment options, services and programs for individuals in Champaign County.
- Ability to attend community meetings, provide program information at community meetings, and collect and share relevant meeting information with team.
- Ability to work productively with distractions and shift focus as needed.
- 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.
- 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 necessary to complete case documentation, data entry, reports and timesheets.

### **Essential Functions:**

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

- Conduct assessments and write goal plans
- Travel to meetings, training, service delivery, and other work sites
- Provide direct work with program participants or on behalf of the program participant approximately 70% of workweek
- Travel and/or complete non client specific program related functions sitting/ standing at a desk approximately 30% of workweek
- Lift and carry equipment necessary to complete work, approximately 20 pounds

### **Specific Duties and Responsibilities:**

- Have more than five contacts with individuals needing crisis intervention per workday.
- Complete intake documentation and needs assessments, and when necessary connect individuals to treatment, service or activity.
- Determine the appropriate service/treatment referral based on information provided.
- Motivate and encourage client engagement and follow through.
- Call or visit with one or more individuals with ongoing, unmet needs on a weekly basis.
- Coordinate schedule to include regular consultations with Rantoul Police Department and service providers.
- Visit individuals at home or in community when necessary carrying laptop to visits.
- Document all service provision within 48 hours of service/contact.
- Routinely keep and compile data for quarterly reports.
- Plan for recruitment and training of interns each semester.
- Identify gaps in services located in Rantoul and facilitate the development of needed services.
- Attend training as required by supervisor.
- Participate in team meetings, individual supervisions, and other committees/meetings as requested/assigned.
- Share information and resources with team.
- Maximizes coordination and communication among all the Community Services programs and staff.
- Maintain up to date work schedule in Outlook calendar.
- Other duties as assigned.

**Competencies:**

- Needs assessments
- Problem Solving/Analysis
- Project Management
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management
- Crisis intervention

**Work Environment:**

- Primary work will be conducted in client homes and the community with many different variables related to pets, cleanliness, air quality, etc.
- Work will also be conducted in cubicle or office space.
- May occasionally ride along with patrol officers.
- Frequent near-vision use for reading and computer work.

**Disclaimer:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

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