

Champaign County Regional Planning Commission

Job Description

Position Title: Law Enforcement Liaison

Reports To: Justice Initiatives Coordinator or Program Manager

Supervises: N/A

FLSA Status: Non-Exempt

Pay Grade: 4

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 to enhance youth justice diversion programming.
- Work directly with youth and their families to coordinate formal station adjustments and/or warn and releases for police departments.

Required Knowledge, Skills, and Abilities:

- Associate degree in human services or related field and a minimum of two years of direct service experience. Bachelor's degree and experience working with or in law enforcement or juvenile justice preferred.
- 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 the Juvenile Court Act.
- Knowledge of local policing practices and youth justice processes.
- Knowledge of systems of care and trauma-informed care principles.
- Valid driver's license, safe and reliable vehicle and the ability to transport clients on occasion.
- Ability to follow program procedures while adjusting work style to meet the needs program.
- Possess motivational interviewing skills.
- Ability to conduct trainings with law enforcement.
- Ability to utilize organizational skills to manage files and documents and follow recordkeeping requirements.
- Thorough knowledge of treatment options, services and programs for individuals in Champaign County.
- Effective interpersonal, oral and written communication skills necessary to relate well to clients, community members, stakeholders, and funders.
- Ability to facilitate a quarterly meeting of leadership of local police department representatives, State's Attorney, and other juvenile justice stakeholders.
- 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.
- Ability to work a flexible schedule to accommodate program needs.

Essential Functions:

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

- Travel to meetings, training, service delivery, and other work sites
- Participate in local juvenile justice initiatives, representing Justice Initiatives programming and RPC
- Provide direct work on behalf of the program and program participants approximately 70% of workweek; non client specific program related functions 30% of workweek
- Approximately 20% of work time in travel, 50% sitting, and 30% standing
- Lift and carry equipment necessary to complete work, approximately 20 pounds

Specific Duties and Responsibilities:

- Respond to police department referrals to engage youth and their families in YAC justice diversion programming.
- Attempt to make contact and engage youth referred by police departments in Champaign County, Sheriff's office, and/or the State's Attorney's office following a police contact within no more than 2 business days of the police contact/referral.
- Application of Balanced and Restorative Justice (BARJ) principals in work with youth and families.
- Evaluate police referrals, issue Warn & Releases, and develop the terms of Formal Station Adjustments (FSA).
- Utilizing a team approach, work with case managers to monitor youth placed on Formal Station Adjustments, providing updates to police departments as necessary.
- Provide assessment and supportive services to the youth enrolled in the YAC program, as needed.
- Participate with the Justice Initiatives Coordinator in consultations with area police departments and State's Attorney office to share information and resolve program coordination issues on a quarterly basis.
- Facilitate and coordinate community service events for youth to support the requirements of FSAs, mediations, and Peer Court terms.

- Work with Justice Initiatives Coordinator on the goal of continuous improvement for youth justice diversion programming.
- Participate in community efforts to advance increased awareness and training on topics related to equity, unconscious bias, and other areas of social justice in policing.
- Provide formal trainings to law enforcement, as necessary.
- Maintain data spreadsheet on referrals made by police departments, updating regularly.
- No less than monthly, records juvenile justice adjudications in SIERRA for youth served by the Youth Assessment Center to support diversion performance outcome reporting.
- In accordance to established program documentation policy, all client documentation completed shall be placed in the appropriate client files in accordance with client records policy established document management requirements, referrals made on behalf of program participants and track outcomes of referrals.
- Document all service provision within 48 hours of service/contact.
- 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:

- **Client Assessment:** Interview with client to identify individual needs, preferences, and strengths. Client assessments lead to informed decisions that impact on care planning, resources allocation and other services. The assessment process determines the most appropriate and effective way to support clients.
- **Motivation to Succeed:** The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and follows up on these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.
- **Collaboration:** Ability to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. Collaboration applies when a person is a member of a group of people functioning as a team, but not the leader. Acts to promote good working relationships regardless of personal likes or dislikes; breaks down barriers across groups; builds good morale or cooperation within the team, including creating symbols of group identity or other actions to build cohesiveness; encourages or facilitates beneficial resolution to conflict.
- **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience.

- **Composure:** Conveys a positive image of him/herself, his/her team, and the company effectively. Understands how tone of voice, word usage, eye contact, and body language affect others' perception of him/her.
- **Customer Focus:** Convergence of product awareness, attitude, efficiency, and problem solving in a way that adds value to the team, role, or organization. Satisfies expectations and requirements from both internal external stakeholders. Identifies customer needs and is able to provide solutions or answers to problems
- **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Effectiveness:** Ability to organize work process in such a way to "get the job done" using proper tools and support, and leveraging management, peers, and team members. Completing work that has been outline in an effective manner, which includes being done in a timely fashion to meet deadlines, and in a manner, that fulfills all requirements of the work.
- **Efficiency:** Able to achieve maximum productivity with minimum wasted effort or expense.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.
- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.
- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Professionalism:** Demonstrates a high-level of professional etiquette with internal and external stakeholders. Maintains tact in addressing difficult, awkward or conflicting situations. Displays consistent poise in all facets of his/her work.
- **Quality of Work:** Demonstrates a commitment to accuracy and thoroughness and is fully committed to excellence in all phases of his/her job. Identifies and resolves mistakes, errors or omissions quickly and thoroughly.
- **Quantity of Work:** Achieves maximum productivity. Is effective in using time wisely and allocating tasks to ensure that all work is completed in a timely manner.
- **Respect for Diversity:** Manages all kinds and classes of people equitably and inclusively. Respects diverse perspectives. Supports equal and fair treatment and opportunity for all.
- **Resource Management:** Ability to effectively manage all resources, such as budget, effort, time-required to achieve organizational goals and business results.
- **Strategic Focus:** The ability to consider the business, demographic, ethno-cultural, political, and regulatory implications of decisions and develop strategies that continually improve the long-term success and viability of the organization.
- **Teamwork:** Provides assistance, information or other support for the team to build or maintain relationships with them. Works well with other team members and does not contribute to unproductive group conflict.
- **Technology:** Comfortable using technology to accomplish tasks including adapting to new technology to optimize performance.
- **Time Management:** The process of [planning](#) and exercising [conscious](#) control of time spent on specific activities, especially to increase [effectiveness](#), [efficiency](#), and [productivity](#). It involves a juggling act of various demands with the finiteness of time.

Work Environment:

- Primary work will be conducted in office and the community with many different variables, including “on scene” response at client homes, police departments, etc.
- Frequent near-vision use for reading and computer work.

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_____

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