

**Position Type:** Diversion and Restorative Services Coordinator

**Supervisor:** Programs Manager

**FLSA Status:** Exempt

**Position Overview:**

YES' Diversion and Restorative Services Coordinator works as a lead staff member coordinating YES' juvenile justice programming and services. This position is designed to support and advocate on behalf of system-involved youth and families through direct service coordination and partnership with external stakeholders. This position also works closely with intervention specialists to deliver high quality services and programs based on client-directed goals and needs. The ultimate goal of this position is to aid justice-involved and pre-justice involved youth in building life skills, diverting from deviant behavior, and moving toward productive lives with hopes of reducing further system involvement.

**Position Responsibilities:**

YES' Diversion and Restorative Services Coordinator engages in tasks related to direct service, supervision, data and reporting, mentoring, and restorative practices programming. The responsibilities are more clearly defined below:

**Diversion and Extended Diversion Programming**

*Direct Services - Youth and Family Relations*

- Mentor, monitor, and supervise pre-adjudicated youth awaiting court hearing.
- Conduct school visits and promote school attendance, good grades, and positive behavior.
- Conduct home visits, promote parental guidelines for youth, and cultivate effective, communicative relationships with client families
- Attend court hearings and advocate on youths' behalf.
- Establish daily contact and build mentoring relationships with all clients on caseload
- Encourage clients with positive alternatives to reduce recidivism and negative behavior.
- Oversee curfew requirements of clients.
- Expose clients to cultural and recreational activities
- Transition youth from Diversion Program into Extended Diversion and Mentoring Partnership Programming
- Coordinate and plan weekly life skills for youth in Diversion and Restorative Practices Programming

*Program Capacity and Infrastructure Building*

- Establish and maintain working relationships with personnel and stakeholders in Probation and Juvenile Court System
- Implement innovative practices and approaches to supporting justice involved youth
- Remain familiar and up to date on the science supporting Diversion and alternative-to Diversion programs

*Supervision*

- Supervise intervention specialists and support their service delivery
- Provide support and monitoring to intervention specialists "in the field"
- Assess the service provision implemented by intervention specialists

### *Data and Reporting*

- Maintain and manage case management systems, client trackers, billing documents and other Diversion files
- Oversee and assess monthly client service plans and identify necessary resources to support client and family needs
- Meet reporting and billing deadlines
- Generate monthly and quarterly reports on client status and performance
- Facilitate weekly and monthly Diversion meetings to report on client outcomes

### **Mentoring Partnerships**

- Implement gender-specific mentoring programming for justice involved youth
- Coordinate and plan field trips and outings that will expose youth to cultural and recreational activities
- Document program data using electronic case management system
- Establish and maintain community support and working relationships within schools
- Recruit youth from schools and communities to participate in YES programs
- Attend relevant trainings, conferences, and meetings to improve practice as well as youth service provision

### **Restorative Practice Programming**

- Implement restorative practice programming
- Develop relationships with schools seeking program intervention
- Perform other duties as assigned

### **Key Performance Indicators:**

- Met service provision expectations for youth based on level of service
- Attend all scheduled court hearings to advocate on behalf of youth
- Conduct weekly supervisory meetings
- Submit billing and meet reporting deadlines
- Update case management files weekly to reflect services offered

### **Application Requirements**

Please review our website ([www.yespgh.org](http://www.yespgh.org)) and submit your resume, a letter detailing your ability to fulfill the job expectations, and three professional references to [dljones@yespgh.org](mailto:dljones@yespgh.org).

### **Timeline**

Role will begin in September t as a full-time position (or as soon as position is filled).