

Choanoke Area Development Association, Inc.

Position	Part- time Juvenile Justice Case Manager	Date:	October 2021
Overtime Status	Non Exempt (20 hour week)	Grade:	3
Salary Range		\$16.48	
Site Location	Hertford		
Department	Community Services		
Reports to	Workforce Developer Coordinator		

Qualifications:

Four year degree in Social Work, Sociology, Business Administration, Vocational Education, Criminal Justice or Counseling or the equivalent in experience and education. Experience working in community services and with employment programs will be considered. Computer experience required with good record keeping skills. Ability to communicate with and assist disadvantaged youth and families. Must have a good driving record.

Basic Functions:

Arrange community service sites for youth involved in the Juvenile Justice system. Provide positive reinforcement for negative peer interactions. Participate in meaningful community activities that will provide opportunities for youth to give back to their community.

Specific Functions:

1. Attend court monthly as scheduled with enrollment documentation available for parents to sign. Once courts allow entrance of service providers this will be utilized.
2. Communication with parents and Juvenile Justice staff regularly. Bi-weekly updates to Court Counselor.
3. Documentation of all communication and services provided to youth and families should be recorded on case note log. Enrollment should be put into NCAIies as soon as enrollment forms are signed off on by youth and parent.
4. Establishing community sites for community service hours to be performed. Contracts for all sites assigned.
5. Keep record of hours and progress of youth enrolled. Follow termination procedures as required by Juvenile Justice guidelines.
6. Obtain copies of suspension, progress reports and report card for youth attending school. Keep folders under lock and key at all times.
7. Transport youth to and from worksite when parents are not available to transport
8. Monitor worksite compliance with supervision and safety.
9. Attend JCPC monthly meeting as scheduled and present to JCPC board updates of program.
10. Coordinate tutoring/remediation/enrichment activities through the school and community when applicable.
11. Provide Leadership opportunities for youth participants and referrals to Reclaiming Futures.
12. Attend trainings, workshops, webinars or other trainings as available.
13. Due to Covid-19 packets with Interpersonal activities to be provided to each youth until safe face to face contact are available. When safety is in question please utilize this method.