



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Juvenile Restitution Program Coordinator

LOCATION: Human Services

HIRING RANGE: \$21.01-\$23.39/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *August 2022*

POSITION TITLE: Juvenile Restitution Program Coordinator

DEPARTMENT: Human Services – Child Welfare Services

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Serves as a fixed point of responsibility for the department as it relates to juvenile restitution and community service obligations of youth involved in the youth justice system. Develops community service and work sites, arranges and supervises work crew activities for youth, and oversees and monitors youth in meeting their restitution and community service obligations. Emphasis on actively engaging youth and their families, while working collaboratively with Juvenile Intake and Youth Justice staff, courts, community partners, and service sites. Assists the Child Welfare Division as the Independent Living Coordinator and Community Response worker, connecting children, youth and families with needed services.

ESSENTIAL FUNCTIONS:

1. Reviews referrals and identifies youth who owe restitution and those who have been ordered community service. Determines the amount of restitution owed and makes recommendations to the district attorney and the courts under Wisconsin State Statute 938. Identifies and maintains community resources where youth to meet their court order requirements of community services and restitution. Works with non-profit sites to create community service partnerships. Help youth learn employment skills, and

oversees clients making connections with community partners. Follows restorative justice principles and practice.

2. Obtains the required documentation from victims to determine the amounts of restitution owed. Works with Child Welfare case managers to ensure victims get compensated. Files judgements on behalf of victims under Wis. S.S. 895.035(2m) if court ordered restitution is not paid.
3. Provides coordination and guidance to Child Welfare case managers related to the Independent Living (IL) Program. Provide direct support and assistance to youth eligible for the IL Program, including but not limited to completion of IL assessments and plans, referrals to appropriate community resources, and financial assistance as needed. Acts as a Community Response Worker; provides information and referrals to families in the community regarding community resources and services.

ADDITIONAL ESSENTIAL DUTIES:

1. Monitors clients' progress on meeting their restitution and community service obligations, and is responsible for timely case record maintenance, including paperwork required by the State of Wisconsin, Federal Government, or written Departmental policies, as well as computerized documentation required in the departmental and state systems.
2. Addresses and resolves conflict. Manages stress in a professional manner, including, actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
3. Prepares an annual report on restitution and community service outcomes.
4. Pursues grant funding for special projects as deemed appropriate by DHS management.
5. Maintains ongoing communication with involved youth justice staff, the youth, the youths' parents or guardian, and personnel from community service sites. This will include attending a monthly youth justice team meeting.
6. Works collaboratively with personnel from the District Attorney's office and the courts to address victim impact and utilize restorative interventions with youth offenders.
7. Offers job skills training to all youth on juvenile supervision on a bi-monthly basis. This training will include job seeking, interviewing, and employment maintenance skills.
8. Performs work duties in accordance with agency, State, and Federal policies and regulations.
9. Works cooperatively as a team-oriented member of the Child Welfare Division and participates in collaborative efforts both internally and outside of the agency.
10. Ensures that positive working relationships and communication are sustained with service sites, the District's Attorney's office, the courts, and the youth justice workers to collaboratively assist youth in performing community service hours and paying restitution in accordance with restorative justice practices.
11. Serves as Independent Living Coordinator for eligible youth in out of home care in Child Welfare. Completes required and needed tasks in collaboration with the youth and assigned CW case manager.
12. Maintain Independent Living Guide and annual data.
13. As a Community Response Worker, refers and advocates for children, youth, and families to strengthen the family; provides information and referrals on community resources and services.
14. Participates in continuing education and/or training opportunities.
15. Partners with children, youth, and families in a courteous and respectful manner.
16. Working knowledge of and/or interest in trauma informed care principles and practices.
17. Ensures that confidentiality regarding clients is maintained at all times.
18. Ensures that paperwork and computerized documentation is completed correctly and in compliance with required timeframes and policies.
19. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Program Supervisor – Juvenile Intake.
2. Works with agency staff, community partners, and other county agencies.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Possess Associates Degree or equivalent in social work, human services, criminal justice, counseling, or a related field.
2. Has or can readily develop a working knowledge of Wisconsin State Statutes 938 and 950 as they relate to DHS restitution practices, as well as the child labor laws.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Has a working knowledge of or a commitment to learn and apply the principles of restorative justice in working with youth, families, and community partners.
2. Has a working knowledge of adolescent development and utilizes a dynamic, respectful, and creative approach to educate and motivate children, youth, and families.
3. Has a working knowledge of Trauma Informed Care approach.
4. Knowledge of community resources for children, youth and families.
5. Possesses effective communication and engagement skills to foster collaborative relationships with families and community partners, thereby increasing families' knowledge of community resources and expanding the opportunities for youth to successfully meet their community service and restitution responsibilities in meaningful ways.
6. Ability to gather and organize information, as well as communicate effectively verbally and in writing. Knowledge and application of effective, professional writing skills including grammar, punctuation, and spelling required.
7. Ability to work within the agency structure and to accept constructive supervisory or consultative help.
8. Ability to establish and maintain effective working relationships with fellow employees, consumers, community organizations, the District Attorney's office, and the courts.
9. Possession of basic computer skills with the ability to utilize computer programs to document and track case activity.
10. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
11. Access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.
12. Ability to work flexible hours outside of normal agency hours.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.