

VACANCY ANNOUNCEMENT

POSITION: DIVERSION PROGRAM COORDINATOR (Temporary through 12-31-13)

DEPARTMENT: DISTRICT ATTORNEY'S OFFICE

SALARY: \$43,463 - \$68,091/YR.

POSITION PURPOSE: RESPONSIBLE FOR OVERSEEING DIVERSION PROGRAMS, INCLUDING SCREENING AND MONITORING PARTICIPANTS AS WELL AS COLLECTING AND ANALYZING DATA FOR ALL PROGRAMS AND PARTICIPANTS.

MAJOR DUTIES:

1. Screens offenders' background history for appropriateness and eligibility into various diversions programs.
2. Performs case-management duties as necessary, including monitoring participant's progress toward completion of court-ordered conditions, meeting with participants, referring participants back to Court for revocation, dismissal or extension of program as necessary.
3. Compiles and maintains monthly program data of participants and overall programs.
4. Represents diversion programs to various civic organizations and performs other public relations activities as needed.
5. Researches alternative criminal justice diversion programs and applies their theories and evidence based practices to improve and/or modify current programs as needed.
6. Writes grant proposals to request funding for various program needs.
7. Manages financial accounts for all diversion programs. Conducts monthly audits.
8. Types and file necessary documents with courts for legal proceedings. Distributes copies to the appropriate parties.
9. Possesses fundamental computer skills and the ability to use designated computer programs to document and track case activity and compile statistics.
10. Testifies in court as necessary or required.
11. Maintains skill and competence levels as policies and regulations change by attending department/staff meetings and by participating in continuing training as required and appropriate.
12. Performs related duties as assigned.

PRINCIPAL ACCOUNTABILITIES

1. Performs assessments and related reports in a timely, efficient and effective manner in accordance with program and grant requirements.
2. Ensures smooth and effective communications and working relationships with community agencies while coordinating and developing new and existing programs.
3. Ensures that all office procedures, policies, rules, and priorities, including confidentiality of case materials are maintained and observed at all times.
4. Ensures that all individuals are assisted promptly and courteously.
5. Ensures that support staff duties are provided in an efficient and timely manner.

GENERAL QUALIFICATIONS

1. Bachelors Degree in human services or criminal justice field required.
2. Prior experience with program implementation, management and evaluation preferred. Specifically, federally or state funded grant programs.
3. Ability to work with little direct supervision and assume responsibility for case needs.
4. Knowledge of alcohol or other drug abuse and intimate partner violence relationship dynamics.
5. Comfortable interviewing offenders one on one in a private setting.
6. Ability to plan and organize work to most effectively achieve program objectives.

7. Knowledge of legal and supportive resources and their availability and application to youth and families.
8. Ability to work cooperatively and effectively with law enforcement, school personnel and other community resources.
9. Possess thorough knowledge of office terminology, practices, procedures, and equipment.
10. Ability to use and learn various computer software applications.
11. Ability to gather information, organize facts and clearly present them, verbally and in writing to attorneys, judges and participants.
12. Ability to operate various copy machines and equipment.
13. Possess excellent oral and written communication skills.
14. Possess good organizational skills.
15. Ability to multi-task.
16. Possess an absolute ability to maintain a high level of discretion and confidentiality.
17. Ability to establish and maintain effective working relationships with fellow employees.
18. Ability to deal effectively and cordially with the general public.
19. Ability to make decisions in accordance with rules of ethics, laws, and court procedures.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function primarily in situations encountered in a normal office setting.

A handwritten signature in dark ink, reading "Michael J. Collard". The signature is fluid and cursive, with the first name "Michael" and last name "Collard" clearly distinguishable.

MICHAEL J. COLLARD
Director of Human Resources
Winnebago County Courthouse
September 16, 2013

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. The deadline to apply is September 20, 2013.