

ALTERNATIVE SERVICE COORDINATOR

PURPOSE AND NATURE OF WORK

Position is responsible for administering grants for youth/adult programs in the Office of Court Services, coordinating community service work for misdemeanor offenders, and enrolling participants in rehabilitative programs. Work involves extensive public contact and requires discretion in that confidential information is used on a daily basis. Work is performed with relative independence under the supervision of the Court Services Supervisor, and is not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assigns community service work to juvenile and adult misdemeanor offenders. Makes community service placements, maintains community service attendance records, and reports compliance and non-compliance to probation officer or courts. Enrolls participants referred by the judicial system to a pre-determined educational program. Monitors attendance records, completion of programs, and reports to courts. Administers grants for youth/adult programs developed by the Office of Court Services, maintains monitoring and reporting requirements, and acts as liaison to various state and federal agencies in order to comply with specific guidelines set forth by the individual agencies. Prepares grant proposals, analytical reports, evaluations and projects, and completes reports on grant programs, grant performance, and funds expended.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of applicable interviewing techniques and psychological principles.

Knowledge of investigative and fact-gathering techniques.

Knowledge of the purpose, administration, and interpretation of various assessment tools used to evaluate alcohol and drug-related offenders.

Knowledge of local, state, and federal laws governing misdemeanor offenses.

Knowledge of various local and state social agencies that provide the services required in the rehabilitation of offenders.

Knowledge of applicable computer software applications.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, law enforcement and court officials, representatives of various social service programs, and others.

Ability to make objective decisions and recommendations and deal tactfully and impartially with the program participants.

Ability to research and prepare required statistical reports.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in sociology, psychology, criminal justice or related field, and experience in probationary case management work; or any equivalent combination of training and experience.