

UpValley Family Centers Youth Diversion Program Coordinator



Employment Type: 0.8 FTE, non-exempt

Salary: competitive and based on experience

Benefits: Pro-rated medical, dental, vision, 401k benefits, paid sick leave, vacation and holidays

Hours: Weekdays 8:30am-5pm, schedule to be determined

About UpValley Family Centers: UpValley Family Centers is a dynamic nonprofit organization that provides prevention services to strengthen children, adults and families. We operate family resource centers in Calistoga and St. Helena, serving over 3,000 individuals annually in our rural communities. Our mission is to provide guidance, support and resources in the community, in the home and for the individual, so that everyone can achieve a better life. We partner with early childhood programs, school districts, nonprofits, and city and county agencies. Learn more at: www.upvalleyfamilycenters.org.

OVERALL RESPONSIBILITIES

The Youth Diversion Coordinator will work closely with local law enforcement, school officials and associated agencies to facilitate the youth diversion program, as an alternative to youth being processed into the juvenile court and probation system. The Youth Diversion Coordinator conducts, coordinates, and oversees the youth's participation in the Juvenile Diversion Program, which involves but is not limited to counseling, education, 40 hours of community service, consequences (i.e. restitution to victims), behavior modification, and positive activities and lifestyle choices in lieu of being processed into the juvenile court and probation system. The Youth Diversion Coordinator reports directly to the Community Schools Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate all aspects of the Calistoga and St. Helena Police Department's Juvenile Diversion Program. Work collaboratively and maintain regular communication with local law enforcement contacts.
- Accept referrals from local police departments regarding youth who are at risk and are displaying delinquent behavior that may have led to law enforcement contact. All cases are to be documented and tracked via a police report number, citation, or issued Juvenile Diversion case number.
- Manage and coordinate all aspects of the Juvenile Diversion Contract, including: develop, maintain, and oversee files and contracts; arrange and meet with parents and youth to sign Juvenile Diversion Contracts; conduct regular check-ins and close the file upon completion.
- Assist in the development and presentation of educational crime prevention programs relating to delinquency, gangs and substance abuse among youth.
- Represent local police departments on the Student Attendance Review Board (SARB) or other review processes such as a Restorative Justice Process or other.
- Act as the liaison with law enforcement agencies, county services, schools, counseling services, and other outreach services to ensure a coordinated process for working with youth.

Center locations: 1500 Cedar St., Calistoga, CA 94515 | tel. 707.942.6206 fax. 707.942.9382
1440 Spring St., St. Helena, CA 94574 | tel. 707.963.1919 fax. 707.963.2153

- Attend and coordinate meetings with school, law enforcement, and other service provider representatives relating to the prevention of crime, delinquency, gang membership, or substance abuse among youth, including multidisciplinary "core team" meetings in Calistoga and UpValley Coalition for Youth meetings in Calistoga and St. Helena.
- Provide services, when assigned, to juveniles who are or may be victims of crime.
- Receive and maintain confidential information from law enforcement and school sources.
- Prepare accurate and thorough reports which document the operations of the program including clients, services, and hours.
- Develop and provide reports as to the level services and number of clients served both "successfully" and "not completing" the program. Reporting will include quarterly and end of year, however, monthly reports may be requested on a case by case basis.
- Support program evaluation activities for continual program improvement.
- Perform other duties as assigned.

The successful candidate will be:

- Spanish/English bilingual (preferred).
- Possess a minimum of two years relevant work experience coordinating prevention or intervention programs for youth and families.
- Possess a high degree of professionalism in performing sensitive community work, particularly understanding confidentiality.
- Ability to multi-task and manage programs, in addition to prioritizing while responding to the changing needs of the community throughout the day.
- Outgoing, motivated self-starter with ability to work as part of a team.
- Have an interest and background in supporting youth development and restorative practices.
- Able to communicate well with organizational partners, families and youth; strong conflict resolution skills.
- Able to prepare public presentations and be comfortable with public speaking.
- Computer literacy.
- Valid Driver's License and insurance
- Fingerprint background check, TB test and receive clearance through local police departments.
- Knowledge of Napa County community resources.

UpValley Family Centers is an equal opportunity employer.

Send cover letter and resume to:
 Andy Mughannam, Community Schools Manager
 Upvalley Family Centers
 amughannam@upvalleyfamilycenters.org
 No phone calls please.