

JOB ADVERTISEMENT

Job Title: Youth Diversion Coordinator (Full-Time)

OPENING DATE: January 8, 2025
Reports to: Youth Diversion Board

CLOSING DATE: Until Filled
FLSA type: Non-exempt

General Summary:

Under the direction of the Youth Diversion Board, the Youth Diversion Coordinator will oversee all operations for the Youth Diversion Program including but not limited to providing supervision of juveniles 10-17 years of age on diversion plans. The ability to multi-task in a fast-paced office setting, maintain diversion plan records for the program as required by the Texas Youth Diversion and Early Intervention Act, and be willing to obtain additional training, skills, experience.

Essential Job Functions:

- Develop, present, and maintain diversion agreements;
- Determine eligibility for diversion plans, employ authorized diversion strategies, monitor diversion agreements;
- Communicate with partner agencies and departments related to diversion plans;
- Create and maintain diversion case files for all juveniles;
- Maintain all statistical data tracking of diversion agreements in compliance with State mandates;
- Create and maintain expungement records;
- Coordinate all court referrals;
- Maintain a record of all fees paid.

Additional Responsibilities

- Be able to work flexible hours, may include some late evenings, shift work, Holidays, and weekends;
- Provide transportation of juvenile(s) as required;
- May be required to travel for training purposes;
- Answer/screen phone calls;
- Excellent written and verbal communication skills;
- Regular attendance is required;
- Required to perform other duties as assigned within the scope of the program.

General Qualification Guidelines:

Experience and Education

A high school diploma or its equivalent or College Degree preferred; must be 21 years of age or older and be able to successfully pass background investigation. Preference given to applicants with experience in the Juvenile Justice field, working with juveniles, law enforcement agencies/officers and/or courts but is not required.

Knowledge, Skills, Abilities

- Working knowledge of MS Office Products (Word/Outlook/Excel), computer systems, and standardized office equipment
- Knowledge of statistical record keeping and ability to maintain strict confidentiality
- Must be a self-motivated problem solver with ability to manage finite time and resources
- Be willing to obtain additional training, skills, experience, and certification as Texas Youth Diversion and Early Intervention Act prescribes
- Ability to greet the public in a business-like, professional, and pleasant manner
- Able to perform safe driving practices and operate vehicles in a safe manner
- Bilingual preferred but not required

Registration, Certification, Licensure

- Must possess a valid Texas driver license
- Maintain Notary Public status in the State of Texas

Physical Requirements

- Standing, sitting, stooping, walking, carrying, kneeling, bending, vision, hearing, talking, reaching, lifting, pushing, pulling, handling, crouching, write, and drive.

Special Conditions

- Ability to communicate and work with Elected Officials, Law Enforcement Agencies and Officers, Juvenile Probation Department, Municipal and Justice Courts, District Attorney's Office, Partner Agencies, Public, Families, Residents, and other County Officials.
- Excellent reading, writing, spelling, and math skills.
- Follow instructions and use own initiative in scheduling own workload.
- Have sound judgment; ability to work independently, multi-task, and prioritize.
- Must have reliable transportation.
- Must have reliable internet connection and a dedicated workspace for remote work.

Working Conditions

- Environmental Factors – Use of cleaning chemicals, may be subject to unpleasant odors, bodily fluids, and or hazardous materials.
- May be exposed to adverse weather conditions,
- May be exposed to the outdoors.

Compensation & Benefits

Annual Salary \$40,425 with benefits package including 175% County retirement match after vesting on mandatory 7% withholding/participation in Texas District and County Retirement System; group health insurance and other flexible health/wellness/dental plans; PTO and sick leave. ***This is a grant funded position and continued employment is contingent upon successful renewal of the annual State grant.***

Equal Opportunity Employer

Van Zandt County is an equal opportunity employer. This position will be posted for at least 14 days and can be filled anytime thereafter. The anticipated start date is on/after January 1, 2025.

**For consideration, applicants must email a cover letter and resume to
Hon. Scott Shinn, Justice of the Peace, Pct 4.
at jp4@VanZandtCounty.org**

NOTE: This job description covers the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.

For the purposes of compliance with Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Van Zandt County and I recognize that job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee Signature

Date