

COMMUNITY BASED ALTERNATIVES PROGRAM COORDINATOR

Work in this class involves providing consultation, technical assistance, and training to task forces, county officials, and program providers in the identification, development, maintenance, and evaluation of Community Based Alternatives (CBA) programs in the Division of Youth Services. Employees are responsible for prioritizing youth needs, negotiating with the task forces regarding budget allocation of funds for CBA programs and program monitoring and data collection to ensure programmatic and fiscal accountability. In addition, employees provide input into policy initiatives and policy interpretation. Work is normally performed in an assigned geographic region. Other related duties are performed as assigned. Employees report to the Deputy Director for Community Services.

I. DIFFICULTY OF WORK:

Variety and Scope - Employees provide training, technical assistance, and consultation to county officials, task forces, and service providers in the development and implementation of community based programs. Work includes assisting county officials, local task forces, and service providers in identifying youth needs and program development for residential, non-residential, and school related programs. Employees also serve as a community resource for other Division of Youth Services related program.

Intricacy - Work includes identifying youth needs, prioritizing juvenile justice needs, assisting the task forces in the allocation of funds for CBA programs, and interpreting policy to ensure compliance with CBA program requirements. When programs are found to be out of compliance, employees develop a corrective action plan in order to avoid program termination. Budget negotiations, review, evaluation and revision are key factors in the overall implementation and maintenance of new and ongoing CBA programs.

Subject Matter Complexity - Work requires considerable knowledge of CBA programs, social work principles and practices. Employees must also be knowledgeable of human services programs which are primarily concerned with juvenile justice issues. In addition, employees must have a thorough understanding of the budgetary process as it relates to CBA standards.

Guidelines - Guidelines include CBA policies and procedures manual, CBA task force manual, APA standards, and the general statues of N.C. (Juvenile Code). Guidelines are readily available and generally applicable.

II. RESPONSIBILITY:

Nature of Instructions - Employees receive verbal and written instructions with regard to changes in policies and/or procedures. They function independently in daily activities.

Nature of Review - Daily activities are not subject to review. Employees are expected to provide leadership in accomplishing the mission of CBA. Special studies, problem consultations, and policy interpretations are carried out independently with only minimal review.

Scope of Decisions - Employees decisions affect the delivery of services and/or programs for delinquent, status offenders, and at risk youth in an assigned region. Effects are measured in terms of program funding, policy, or service delivery mechanisms.

Consequence of Decisions - Decisions affect community organizations and service providers in their capacity and capability to provide programs for juvenile status offenders who would otherwise be assigned to training school; be subject to expulsion or suspension from school; or become school dropouts.

III. INTERPERSONAL COMMUNICATIONS:

Scene of Contacts - Work involves contact with service providers, county officials, community action groups, court systems, school officials, and staff in the central office and general public.

Nature and Purpose - Employees provide consultation, technical assistance, and training to CBA task forces, service providers, and county officials in the development, implementation, and management of community based programs for juvenile offenders.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is generally conducted in an office setting or similar environment but requires visits to program sites. Employees are required to attend night meetings.

Hazards - Work requires employees to travel to various counties in their assigned geographic region.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Considerable knowledge of human services programs designed primarily for juvenile status offenders; the structure and operation of juvenile agencies and service providers, and the resources available to provide programs to address these needs, and the applicable legislation. Ability to collect and analyze data and information; explain and interpret policies, procedures and regulations; and communicate effectively, in oral and written form, with service providers, county officials, community action groups, area agencies, school officials, and the general public.

Minimum Education and Experience - Master's degree in a human services field or public administration and two years of professional-level experience in treatment programming for troubled youth; or graduation from a four-year college or university with a degree in a human services field or public administration and four years of professional-level experience in treatment programming for troubled youth; or an equivalent combination of education and experience.