

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: JUVENILE JUSTICE PROGRAM COORDINATOR**

**DEPARTMENT: POLICE**

**BASIC FUNCTION:**

Under general direction, to plan, supervise, and coordinate the activities of the Police Department's Juvenile Justice Program, specifically targeting the areas of prevention, intervention, education, and community awareness; to assist in activities related to juvenile issues; and to perform other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Juvenile Justice Program is a community based alternative program for the first-time offenders of minor crimes. This position functions independently in coordinating program activities and representing the Police Department as the primary contact with volunteers in the community, other enforcement agencies, and the youths and parents participating in the program.

**KEY RESPONSIBILITIES:**

Plan and coordinate the Juvenile Justice Program activities, including recommendations to develop and implement policies, procedures, goals and objectives of the program.

Review and assess Juvenile crime for diversion eligibility and appropriateness for the program; refer cases not suitable for the program to San Diego County Probation Department; send reports to Juvenile Probation.

Provide information about the program to youths and their parents through meetings, printed materials, and telephone contacts.

Recruit and train community volunteers to serve as panel members, arrange for continuous selection and rotation of the panel.

Preside over weekly hearings between the panel and juvenile offenders.

Monitor all placements, and provide follow-up for each youthful offender in order to assure each one experiences personal growth as well as consequences for their actions.

Research, develop, and maintain new worksites in the community for participants, establishing rapport and good working relationships with worksite supervisors/administrators.

Produce and maintain appropriate documentation as necessary.

Make presentations to groups to cultivate positive community relations.

Facilitate panel procedures whenever necessary, including providing translating and interpreting language services for participants.

Supervise and train Carlsbad High School Peer Counselors during their participation on the weekly panel.

Handle general information requests for assistance regarding Juvenile issues: make referrals to appropriate community agencies, organizations; maintain working relationship with other agencies, including welfare/social services, community services, health services, probation department, schools, and other law enforcement agencies.

Assist other police department staff in Juvenile programs as requested.

Train and direct activities of part-time staff.

Participate in community groups related to youth welfare.

Perform other related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Carlsbad Juvenile Justice and Diversion Programs' policies, procedures and guidelines.
- California laws and Municipal Code relating to Juveniles.
- San Diego County Juvenile Probation referral procedures and guidelines.

### **Ability to:**

- Evaluate and determine eligibility of individual cases to either Juvenile Justice Program or Juvenile Probation Department.
- Prepare required documentation for all Probation referrals and maintain accurate and legible records and statistics.
- Communicate effectively with the public, community and city officials regarding youth related issues.
- Interact in a sensitive and positive manner with persons from a wide variety of ethnic, cultural, language and economic backgrounds.
- Cultivate positive community relations by making presentations to civic, fraternal and other community groups.
- Communicate effectively orally and in writing.
- Establish effective and cooperative working relationships with staff, the public and others that are in contact with this position.
- Work independently without close supervision.
- Work a flexible schedule, including, evenings and weekends.

## **EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade, supplemented by courses in community relations or police science; and

Three years of increasingly responsible work experience involving frequent contact with the public. Familiarity with Carlsbad and neighboring North County communities' social service and police agencies and organizations are highly desirable.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Driver's License and evidence of a safe driving record.

Flexibility to work a variety of day, evening and weekend hours as required.

Bilingual oral and written language skills are desirable in order to serve the Spanish-speaking population (both youths and their parents participating in the program).

**PHYSICAL STANDARDS:**

This position is typically situated in an office setting. Driving a vehicle is necessary to transport persons in a city vehicle or to travel to other site locations as necessary.

DATE APPROVED: Apr. 24, 2001