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**PY 22-23 Team UP AmeriCorps  
District Attorney Office, 22nd Judicial District Position Description**

## **Juvenile Diversion Coordinator**

**Program Overview:** Led by the United Way of SWCO (UWSWC), Team UP AmeriCorps places AmeriCorps members at organizations throughout Southwest Colorado to focus on improving the lives of community members, from cradle to career. Team UP has been utilizing collective impact initiatives since 2015 to collaborate across sectors and promote communication towards common goals within rural Southwest Colorado communities. Team UP AmeriCorps members provide direct service to improve outcomes in Education, Economic Opportunity & Healthy Futures. AmeriCorps, often referred to as the “domestic Peace Corps,” provides opportunities to improve lives and foster civic engagement all across the country.

The 22nd Judicial District Attorney’s Office (DA Office) is composed of the elected District Attorney, Deputy DAs, Investigator, Legal Assistants, the Victim Witness Unit, and Victim Compensation Programs. The 22nd Judicial District’s Juvenile Diversion Program’s mission is to reduce youth involvement in the criminal justice system and improve our community’s collective ability to engage and support at-risk youth by pioneering and sharing best practices.

Through the DA’s Diversion Program, individuals are given opportunities to avoid criminal liability through a community-wide response to their offenses that includes pro-social activity promotion; drug and alcohol treatment; payment of restitution; victim/offender mediation; and other restorative justice practices. These programs aim to engage and support youth through the use of various community resources so the offender benefits from rehabilitative services while understanding how their behavior causes harm to individuals, relationships, and the community. The victims of these cases are also afforded an opportunity to participate in the process of healing and understanding.

**Service Position Summary:** The Juvenile Diversion Coordinator (JDC) will provide direct services to youth and families of youth who are involved in low level criminal type behavior and have been diverted from the criminal justice system. The JDC will intake youth, assess for strengths and risk factors, develop case plans, utilize and expand community resources, monitor progress, and create opportunities for positive youth development in the community. This is a young program and requires a self-starter who wants the opportunity and freedom to expand and grow the program with the support of the DA’s Diversion Director. The JDC will also serve closely with the DA Office staff, attorneys, and community partners to ensure that the youths thrive. This position will have extensive training opportunities relating to both Restorative Justice and Juvenile Diversion statewide. This position will collaborate closely with the Team UP AmeriCorps Restorative Justice Coordinator also serving at the DA Office.

**Essential Functions (Primary Responsibilities):** Team UP AmeriCorps members engage with organizations to develop, implement, and enhance programs, projects, and activities that will create progress towards Team UP’s and the DA Office’s goals. These duties include:

- Assist D.A. staff in implementing the juvenile diversion program.
- Assess youth for risk and strength factors.
- Create case plans for youth on diversion.
- Monitor compliance with diversion agreements.
- Assist the Restorative Justice Coordinator in integrating RJ components into case plans.
- Participate in community collaboratives supporting youth in the community.
- Attend court hearings to facilitate the smooth transition of youth into the program.
- Attend Team UP AmeriCorps regional trainings, cohort connection days, and Days of Service

**Marginal Functions (Secondary Responsibilities):** Additional tasks include:

- Attend training and visit other diversion programs to get input and ideas on how to improve the diversion program.
- Research best practice approaches in working with at-risk youth.

**Physical, Emotional, and Intellectual Demands:**

- Willingness to learn, adapt, and grow in a position.
- Ability to serve independently, take initiative, and be motivated by the projects they are doing
- Compassion and awareness: self-awareness, awareness of cultural differences, social differences and understanding of implicit bias.
- Strong commitment to justice, equity, diversity and inclusion.
- Understanding of trauma and ability to assist with youth and families who have experienced trauma.
- Ability to understand legal terms and integrate legal language into documents.

**Desired Qualifications:**

- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- Sensitivity and compassion toward youth and families in need.
- Good collaborative and problem solving skills.
- High School Graduate required (GED accepted,) college graduate or equivalent work experience preferred
- Ability to pass criminal history check
- Reliable transportation & proof of auto insurance
- U.S. Citizenship or lawful permanent resident status required
- **Individuals with lived experience are encouraged to apply**
- Ability to work with attorneys and court personnel in a professional setting.

**Term of Service - Time Commitment:** This is a Full-Time national and community service position requiring, at a minimum, a total of 1700 hours during the year (approximately 40 hours/week.) The position begins September 8, 2022 and ends August 31, 2023. Flexible hours are required, including occasional evening and weekend commitments. Service on the following dates is required (note that Days of Service dates are subject to change):

- Sept. 8-9: Team UP AmeriCorps Member Orientation
- Sept. 12-13: Host Site Orientation
- October TBD: State-wide AmeriCorps Member Retreat
- Jan. 16th : MLK Jr. Day of Service Event
- March/April TBD: Cesar Chavez Day of Service Event

- Team UP AmeriCorps Monthly Cohort Calls/Meetings: 2nd Tuesday of each month
- Team UP AmeriCorps Trainings (TATs): 2nd Tuesday of Nov, Feb, April, and June (all day)

**Training and Support Provided:** Team UP AmeriCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable, approved trainings. Members will be supervised and supported by Diversion Director Jay Wood ([jwood@co.montezuma.co.us](mailto:jwood@co.montezuma.co.us)), as well as by Team UP AmeriCorps Program Director Al Huckins ([alh@unitedway-swco.org](mailto:alh@unitedway-swco.org)). The PY 22-23 cohort of Team UP AmeriCorps members serving throughout the region will act as additional resources and support for each other.

**Location and Service Conditions:** This position is office-based at the 22nd Judicial District Attorney's Office, 22nd at 109 W. Main Street & 44 N. Chestnut Street in Cortez, Colorado and will involve occasional travel to locations throughout Montezuma and Dolores Counties to promote collaboration and outreach for the programs. Occasional off site engagement and partnership activities, meetings, etc.

**Benefits:**

- A living allowance of approx. \$875/per pay period (twice per month) for an approx. total of \$21,000/12-month Term of Service. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account.
- Health insurance
- Child care assistance (must meet qualifications)
- An education award of \$6,495 upon successful completion of term of service.
- It is possible to temporarily postpone repayment of qualified student loans through forbearance while serving as an AmeriCorps member
- Mileage reimbursement for travel to required trainings and days of service
- Non-tangible benefits including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need

**Diversity and Equal Opportunity:** United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual's unique gifts and prohibit unfair or discriminatory practices against anyone because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category.

**To Apply:**

**Step 1.** Email a cover letter and resume to Team UP AmeriCorps Program Director Al Huckins @ [alh@unitedway-swco.org](mailto:alh@unitedway-swco.org). Be sure to indicate which position(s) you are interested in.

**Step 2.** Create an account on [myAmeriCorps.gov](http://myAmeriCorps.gov) and submit an application to be a [Team UP: Juvenile Diversion Coordinator](#). **Please complete BOTH steps to apply.**

*\*All positions are contingent on grant funding.*