

DMC Project Coordinator

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: County Manager's Office

REPORTS TO: Assistant County Manager

CLASS SUMMARY

Plans and coordinates Disproportionate Minority Contact Project activities to reduce the disproportionate minority contact within the juvenile justice system. Works with various community resources to understand the nature of the problem and develop and implement solutions.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone classification.

TYPICAL CLASS ESSENTIAL DUTIES

- Gathers data from community resources such as schools, mental health facilities and other agencies to assess the problem of disproportionate minority contact within the juvenile justice system.
- Coordinate with research team to collect and maintain data for needs assessment and complete evaluation reports.
- Recruits, develops and facilitates a task force.
- Plans and implements outreach activity.
- Perform strategic planning to implement best practice model programs.
- Maintain a speaker directory by recruiting professionals and scheduling for public presentations.
- Publicize the project to increase community awareness.
- Develop future funding sources to continue the project.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Adolescent development;
- Dynamics of juvenile delinquency;
- Group dynamics;
- Conflict resolution and facilitation techniques;
- Community resources;
- Grant writing and management practices;

Skill in:

- Data collection and analysis;
- Problem resolution;
- Verbal and communication skills, including grammar and punctuation, and public presentation;
- Clarifying issues and facilitating understanding and alternative perspectives;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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TRAINING AND EXPERIENCE

Bachelor's degree in social work, counseling , criminology with a concentration in juvenile justice, or related field and one year of experience in teaching, counseling or social work with at-risk youth

LICENSING/CERTIFICATION

Valid NC driver's license.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary to Light Work: Exerting 10-20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E08/04