



Job Description

Date: July 2017

Position: Restorative Justice and Court Services Director

Department: Risk Reduction Services Department

Status: Regular, Full-time, Exempt

Bargaining Unit: None

Grade: 23

1. General Statement

Under general administrative direction of the Chief Administrative Officer, this position is responsible for the development, implementation, and coordination of the services and function of the Risk Reduction Services Department, which provides restorative justice, criminal justice and court-related programs and services.

2. Duties and Responsibilities

Essential Functions

- Define the structure, vision, and mission of the County's Risk Reduction Services Department; develop and implement department policies and procedures;
- Define, evaluate, and ensure best practices in the areas of restorative justice, reoffense risk assessment, mental health screening, and any other program service implemented;
- Implement diversion strategies for targeted criminal populations and for those identified with mental illness;
- Oversee the actions and recommendations of the Citizens Advisory Council (CAC), the Lewis and Clark Mental Health Advisory Committee, and other community stakeholders;
- Expand pre-trial services, integrate the Crisis Response Team efforts, establish early intervention, prevention services and;
- Manage operations, staff, and activities of the Risk Reduction Services Department;
- Perform community outreach and education on the services offered;
- Develop and oversee a comprehensive Offender Management System (OMI) for the purpose of measuring program effectiveness and cost benefit analysis for all programs under the Risk Reduction Services Department;
- Coordinate activities in the jail and activities with community organizations;
- Connect victims to community, state, and national support services;
- Create, monitor and improve services offered by the department, including, but not limited to, Early Intervention, Pre-Trial and Crisis Intervention, and Volunteer services;
- Develop department budget and monitor expenses;
- Provide information and updates regarding programs and services to county officials, service providers, community support groups, and the general public;
- Hire, train, evaluate, and discipline department staff;
- Attend and participate in meetings as required;

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

3. Required Qualifications – Experience & Education

The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to at least a bachelor's degree in Criminal Justice or relevant field; at least two (2) years experience in a correctional, criminal justice, or community provider setting providing services to offenders; at least one (1) year supervisory experience. A master's degree in Criminal Justice or other relevant field is preferred.

4. Knowledge, Skills & Abilities

Examples of Knowledge

- Restorative Justice principles and practices
- Court processes, procedures and rules
- Lewis and Clark County and department policies and procedures
- Federal law, State law and County regulations relating to criminal justice, jail diversion and crisis intervention programs and services

offered

- Principles and practices of program management
- Mental health, criminal justice and human service resources
- Supervisory practices and procedures

Examples of Skills and Abilities

- Public sector budget management and contract management
- Review, develop and implement policies, procedures, and operational plans
- Organize resources and establish priorities
- Direct, train, and supervise employees to facilitate a team environment
- Use common office machines
- Communicate effectively orally and in writing
- Understand and follow oral and/or written policies, procedures and instructions
- Prepare reports according to prescribed standards
- Public speaking
- Develop quality improvement measures, measure program outcomes
- Increase community support and involvement in helping offenders before, during and after their contact with the criminal justice system
- Establish and maintain effective working relationships with individuals from diverse backgrounds
- Maintain confidentiality according to law and program guidelines
- Use software programs and apply effectively to work processes

5. Special Requirements

Must pass criminal background check.

6. Physical Demands

Must be able to move or lift documents and materials weighing up to 10 pounds, operate standard office equipment, attend meetings at offsite locations. Local travel is required but primarily during the business day; occasional out-of-area and overnight travel may be expected.

7. Reporting Line

This position reports to the following position: Chief Administrative Officer

This position has supervisory duties? Yes No

If Yes, list the position title and FTE:

Position Title	FTE
<i>Department will not be staffed immediately.</i>	

8. Required Signatures

Supervisor Signatures – indicates approval of Job Description.

Immediate Supervisor Printed Name Immediate Supervisor Signature Date

Department Head/Director Printed Name Department Head/Director Signature Date

I acknowledge that I have received a copy of my current job description.

Employee Printed Name Employee Signature Date