



JUVENILE JUSTICE CASE DEVELOPMENT SPECIALIST AND YOUTH MENTOR CENTER ON JUVENILE AND CRIMINAL JUSTICE

The case development specialist works with defense attorney's, judges, probation officers and prosecutors to develop individualized case plans that reduce unnecessary institutionalization and promote individualized interventions. The case development specialist provides alternatives to detention case plans for San Francisco's juvenile justice involved youth and offers disposition plans for youth facing commitment to correctional institutions throughout California.

JOB DESCRIPTION

- Monitors and tracks youth detained in the San Francisco Youth Justice Center and produces corresponding tracking and status reports.
- Develops alternative detention recommendations to the court for pre-adjudicated detainees. Reduces the average length of detention time between the date of commitment and the transfer of youth to placement programs.
- Develops and maintains an inventory of all alternative to secure detention resources available in San Francisco and surrounding counties.
- Provides institutional alternative disposition case plans and placement technical assistance to juvenile courts throughout California.
- Collects and maintains data on cases and outcomes.
- Maintains working relationships and networks with law and youth serving agencies to keep current on juvenile issues and new services.
- Provide case management/mentor support for 10 youth.
- Provide reentry services, case management, referrals, and linkages to services for specific mentees.
- Accompany clients to appointments and perform outreach for reentry youth, supporting reentry plans.
- Write and submit reports on behalf of mentees to Probation Officers, Attorneys and the Court for youth in custody and/or on probation.
- Establish and maintain effective relationships with families, community based agencies/organizations (CBO's) and system partners, including schools, juvenile probation personnel, attorneys, court officials, and JPD staff to ensure successful outcomes for clients.
- Carry out all assigned responsibilities in a professional and timely manner.
- Maintain a valid driver's license and maintain access to a registered and insured vehicle to use in carrying out your job duties.

QUALIFICATIONS

- Background in creative writing, journalism, history, English literature, social work, criminal justice, public policy, psychology, sociology, law, or related field.
- Detail-orientated with excellent writing and organizational skills.
- Ability to work with people from diverse backgrounds.
- Excellent communication skills.
- Passion for social justice work.
- Ability to work under pressure.
- A good sense of humor.

This position reports directly to the Deputy Director. This is an hourly 40 hours per week position with excellent comprehensive benefits that start upon hire. To apply, send your resume and cover letter to cjcoffice@gmail.com with "JJ Case Development Specialist/Youth Mentor" in the subject line.

WOMEN, PERSONS OF COLOR, DIFFERENTLY ABLED PERSONS, AND INDIVIDUALS WITH PAST INVOLVEMENT IN THE JUSTICE SYSTEM ARE ENCOURAGED TO APPLY.