

Pulaski County

Juvenile Community Crime Control Program

Job Title: Program Assistant

Department: Juvenile Community Crime Control

Reports to: VJCCCA Coordinator

Supervision exercised: Supervision of program facilitators

Classification (FLSA): Part-time / Non Exempt

Job Summary: Essential duties: Responsible to assist the Program Coordinator in the oversight and management of the Juvenile Community Crime Control Program; implementing the Alternative Community Sentencing Program for at risk youth as received in the judicial system.

Job Requirements: Must possess excellent oral and written communication skills, strong organizational skills with attention to detail. Possess strong math and analytical skills for data comparisons. Ensure compliance of services provided by conducting ongoing monitoring and evaluation of the program. Ensure records compliance for meeting standards and maintain confidentiality. Flexible hours which may include some evenings and weekend work; 15 hours per week.

Educational Requirements: Minimum of High School Diploma or GED with strong math and analytical abilities.

Physical Requirements: Frequent bending, stooping, standing, walking, reaching and carrying items. The position also requires constant use of the visual and auditory senses as well as dexterity and skill in office functions. Must be able to lift up to 50 lbs. occasionally.

Job Duties and Performance Standards: duties and standards listed are not intended to be all inclusive, but are the essential duties for the Juvenile Community Crime Control Program Assistant:

- Daily Monitoring and Evaluation of the program.
- Weekly supervision of the program facilitators.
- Assist in oversight of the overall plan and implementation of program goals.
- Implement Client Reviews in accordance with the Alternative Community Sentencing Program requirements.
- Monitor intake and referral system for individuals and families.
- Monitor assignment of cases within the program guidelines.
- Maintain and ensure compliance of all record keeping; client files, general client statistics for planning, billing process.
- Participate in the identification and monitoring outcomes for client services.
- Data entry into agency database, scheduling appointments.
- Facilitate initial orientation and ongoing pillars training for clients and families.
- Administer pre and post surveys.
- Gather data, prepare reports, financial statements, records of program activities, progress reports, and other special reports as requested.

By my signature below, I have read, understand and accept the duties, standards and expectations required for this position.

Employee: _____

Date: _____

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.