



32 Walnut Street ■ PO Box 6008 ■ Brattleboro, VT 05302-6008
802.257.0361 ■ youthservicesinc.org ■ A United Way Agency ■ *Transforming Lives, Inspiring Futures*

Great new opportunity!

Tamarack and Pretrial Services Coordinator Position

Join a dynamic team in building community support for restorative justice and youth-led mentorship and entrepreneurship in southern Vermont while gaining experience in fundraising and volunteer recruitment!

Are you ready for an amazing opportunity to join an innovative program and make positive change in your community? Youth Services has been a highly-respected part of the Windham County of Vermont community since 1972. Our mission: working together to build resilience and be a catalyst for change. Youth Services is a supportive, creative, dynamic workplace.

To support this mission, Youth Services hosts a variety of programs to build wrap-around services for our community. These programs include (1) a Restorative Justice Program that offers an alternative to the traditional criminal justice system for youth and adult offenders, including case management, the Tamarack Program (adult court diversion) and the Pretrial Services Program; (2) a Clinical Program with counseling services and substance use treatment options; (3) a Youth Development Program that supports youth at risk of homelessness, youth transitioning out of foster care, youth at risk of dropping out of school, and offers comprehensive life skills; and (4) our Workforce Development Program that pairs youth with mentors to help build job skills, and a trauma-informed drop-in center.

Youth Services is seeking a 40 hour per week Tamarack (court diversion) Program and Pretrial Services Coordinator to join our dynamic team. This organized individual with great communication skills will (1) coordinate our Tamarack Program, an adult court diversion program for individuals with challenges related to mental health and/or substance use who wish to take ownership of their issue, and take meaningful steps toward recovery, while taking responsibility for their actions; and (2) provide support to individuals charged with crimes to assist them in complying with their conditions of release, navigate the criminal justice system, and identify additional barriers.

Duties include:

- Provide substance use and mental health screenings to individuals with charges pending in criminal court;
- Provide case management and conduct outreach to support engagement and community connection;
- Attend weekly arraignments at court, and periodic status conference hearings;
- Ensure that all documentation and paperwork is timely recorded and filed with the Court and State's Attorney's Office;
- Work with participants referred by the prosecutor (Tamarack Program) and Court (Pretrial Services);
- Prioritize participants' substance use and mental health needs;
- Connect participants to supportive services;

- Coordinate participants' care for at least 90-days (Tamarack Program) or as ordered by the Court (Pretrial Services);
- Facilitate a restorative justice response for Tamarack clients, when appropriate;
- Communicate with the prosecutor or Court, depending on which program the client is in, regarding referrals and case outcomes;
- Communicate with treatment and service providers to deliver rapid and seamless supportive case management to participants;
- Coordinate Pretrial Services clients' care as ordered by the Court;
- Communicate with the prosecutor, defense counsel, and the Court;
- Collect, enter and share accurate data as required;
- Work collaboratively with team members and agency partners;
- Protect participant confidentiality;
- Attend quarterly state-wide meetings; and
- Other duties as assigned.

Qualifications:

- Bachelor's degree required, master's preferred in the areas of social work/human services, criminal justice, counseling, law, public health or related field;
- Knowledge of community resources and the ability to make appropriate referrals;
- Well-developed sense of professional and personal boundaries;
- Knowledge of addiction and recovery, and trauma/complex trauma and its effects on relationships and access to care;
- Demonstrated ability to contribute to a supportive, and affirming environment for all individuals. Understanding of dynamics of systems, oppression, marginalization, poverty and homelessness, and ability to thrive in a diverse work environment;
- Ability to work independently, reliably, take initiative and problem solve;
- Strong attention to detail throughout all aspects of one's work;
- Meticulous organizational, time management, and prioritization skills;
- Exceptional judgment, including a high level of discretion when handling confidential materials;
- Excellent interpersonal and communication (written and oral) skills;
- Ability to maintain composure and respond professionally in a crisis;
- Proficiency in Microsoft Office, Google, email, and comfortable working with computers;
- Knowledge of the criminal justice and social services systems;
- Committed to social justice, restorative justice, and equity;
- Valid driver's license and reliable transportation.
- Ability to pass a DOC background check for this position.

Individuals with direct system experience are encouraged to apply, and employment barriers with regard to background check will be addressed on a case-by case basis.

To Apply: Send resume and cover letter to HumanResources@youthservicesinc.org by November 2, 2020. We will be reviewing applications on a rolling basis.

Youth Services is an Equal Opportunity Employer.