**Position Description**

**Job Title:** Juvenile Hearing Board Case Manager

**Reports to:** Assistant Director of Juvenile Justice

**Job Description:** The Juvenile Hearing Board Case Manager (JHB‐CM) is a full-time position that will work with children, adolescents, and their families in the Providence and outlying areas who were referred to their municipal Juvenile Hearing Board (JHB) by police as an alternative to family court. The JHB‐CM will work in various settings, including the project agency offices in Pawtucket, Central Falls, and Providence, as well as police stations, schools, and other community venues. The JHB‐CM will receive ongoing training and support from RICJ, project consultants, Tides Family Services, Tri-County, and Family Services of RI. They will work collaboratively with the RICJ staff, the Central Falls, Pawtucket, Cranston, North Providence, and Johnston-Smithfield Juvenile Hearing Boards, police liaisons, and a Clinical Supervisor, training specialist, and other staff of Tides Family Services; and across external community‐based providers, programs, and services as needed.

Rhode Island for Community and Justice is a non-profit organization located in Providence, Rhode Island. RICJ is dedicated to restorative juvenile justice and positive youth development.

(See [https://www.ricj.org](https://www.ricj.org/juvenile-justice)).

**Responsibilities:**

* Assist with scheduling/coordinating JHB Hearings for youth as needed
* Engage deeply with youth and families
* Implement selected assessment tools
  + Discover the needs and strengths of youth and their families and provide recommendations to the JHB
* Assist the JHB in finding transformative assignments for the youth
* Coordinate with youth and their families to ensure they complete the required

assignments

* Serve as an advocate for youth and their families throughout the JHB process
* Track cases and report progress, follow up with families 6 months and one year

after their JHB hearing

* Work closely with police to advocate for each individual youth and best practices
* Provide resources and referrals to families as needed
* Perform additional duties designated by the Executive Director to achieve

program success and meet RICJ’s mission

**Qualifications:**

* Valid driver’s license and reliable transportation
* Flexibility to work occasional evenings and weekends as needed
* Bachelor’s Degree with a focus on social work or education
* At least one year of experience working with children and adolescents
* Prior experience in case management and/or behavioral health is preferred
* A general understanding of the criminal justice system is preferred
* Bilingual preferred but not required

**Salary:** Competitive full-time salary with vacation, sick, holiday leave, and health/dental benefits. Salary Range: $48,000 - $55,000 per year, commensurate with experience.

**To Apply:** Send a cover letter and resume to ricj@ricj.org.

RICJ does not discriminate against any employee or applicant for employment due to race, sex, color, ethnicity, disability, national origin, religion, creed, age, marital status, sexual orientation, gender identity or expression, or veteran status.