

## **Position Description**

**Job Title:** Youth Case Manager

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

**Salary and logistics:** Part-time (25 hours per week) \$17-\$20.00 per hour. Benefits include paid vacation/sick hours and in-area mileage coverage.

**Job Description:** The Juvenile Hearing Board Case Managers (JHB-CM) will work with children, adolescents, and their families in Newport County and Washington County who were referred to their municipal Juvenile Hearing Board (JHB) by police as an alternative to family court. The Youth Case Manager will work in various settings, including project agency offices, police stations, schools, and other community venues as appropriate. The Youth Case Manager will receive ongoing training and support from RICJ, project consultants, and Tides Family Services. They will work collaboratively with the RICJ project director and staff, Juvenile Hearing Boards in Newport and Washington County, 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.

## **Responsibilities:**

- May assist with scheduling/coordinating JHB Hearings for youth
- Discover the needs and strengths of youth and family through engagement
- Report these needs and strengths to the JHB
- Help the JHB find transformative assignments for the youth
- Work with youth and families to ensure they complete required assignments
- Serve as an advocate for youth and families throughout the potentially otherwise stressful JHB process
  - Answer questions from youth and families about the JHB process
  - Track cases and report progress, follow up with families 6 months and one year after JHB hearing
  - Work closely with police to advocate for individual youth and for the best JHB practices
  - Provide resources and referrals to families as needed

**Qualifications:**

- Valid driver's license and vehicle, as community and agency visits are required
- Associate or higher degree preferred, with a focus on human services, child development, education, psychology, or a related field preferred.
- Spanish speakers highly preferred
- At least one year of experience working with the childhood and adolescent population
- Be available for evenings and weekends to support the Juvenile Hearing Boards

**Skills:**

- Ability to maintain the privacy and confidentiality of the youth
- Prior experience in case management and/or behavioral health is preferred
- Strong knowledge of resources available to youth in Newport and Washington County
- A general understanding of the criminal justice system is preferred
- Candidates residing in Newport and Washington County are strongly encouraged to apply
- Strong interpersonal and social skills with an ability to collaborate with a variety of individuals
- Ability to relate to young people while keeping appropriate professional distance
- Ability to engage with clients and colleagues virtually and in community locations outside of the agency facility
- Ability to have a flexible schedule to include evening shifts to meet with clients after school and at JHB meetings
- Perform additional duties designated by the Executive Director to achieve program success and meet RICJ's mission
- Bilingual preferred

**To Apply:** Send a cover letter and resume to [ricj@ricj.org](mailto:ricj@ricj.org)

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