



413 Ninth Street
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Career Opportunity
**Coordinator of Colorado Youth Detention Continuum
for Ninth Judicial District**

About YouthZone

YouthZone currently serves over 2,000 youth and their families every year by offering a wide variety of evidence-based programming through which our clients find safety, compassion, and education as they work to overcome the personal struggles they face. Our programs include youth assessment, parental guidance and support, individual and family counseling, restorative justice, court programs and monitoring, educational workshops, and much more. Ninety percent of our clients maintain their healthy behaviors after graduating from YouthZone. Founded in 1976, YouthZone has been, and continues to be a family-first nonprofit dedicated to fostering positive youth development for teens throughout the Western Slope of Colorado. We aim to hire diverse, family-focused team members who believe that growth is possible for all our clients.

Our Vision: *Hopeful Youth; Strong Families; Safe Communities.*

Our Mission: *YouthZone provides comprehensive assessment and advocacy to inspire healthy relationships between youth, families, and communities.*

Here at YouthZone, we strongly encourage black, indigenous, people of color, immigrants and LGBTQ+ individuals to apply. YouthZone is an equal opportunity employer and welcomes everyone to consider joining our team

YouthZone is committed to inclusion.
YouthZone advocates for equality.
YouthZone has a long history of promoting justice.

Employment Classification

Full-time, exempt; 40 hours per week. Reports to YouthZone Assistant Director for primary management and oversight that includes performance planning and evaluation, workload review and scheduling, employment policies and benefits, professional development, and career growth. Also receives direction, support and input from Ninth Judicial District Juvenile Services Planning Committee (JSPC). Based in our Rifle office, this position requires access to reliable vehicle for regular travel throughout YouthZone’s service area of the Colorado Ninth Judicial District, which includes Garfield, Rio Blanco and Pitkin Counties.

Hiring Salary Range: \$43,000 – \$53,000 annually, depending on education, training, and experience.

Background Information

The Colorado Youth Detention Continuum (CYDC), formerly known as Senate Bill 94 (SB94), is a statewide program administered by the Division of Youth Services (DYS) to provide structure and funding to local judicial districts for community-based services designed to ensure that juvenile offenders are supervised and/or detained at a level that is commensurate with their risk to the community.

YouthZone provides these services to youth and families in the Ninth Judicial District. Using our evidence-based assessment and programming YouthZone works to decrease high risk behaviors and increase prosocial and sustainable healthy behaviors.

Position Overview

The CYDC Coordinator's primary responsibility is to create, implement and monitor an annual Juvenile Services Plan for the Ninth Judicial District that reflects local services, aligns with youth-offender best practices and meets YouthZone's contractual obligations to DYS. This generally includes, but is not limited to, youth detention management, juvenile screening, case management, data collection and fiscal management. *See detailed list of Functions and Responsibilities below.*

As a full-time employee of YouthZone, the CYDC Coordinator will also be required to meet the organizational responsibilities expected of all YouthZone team members as outlined herein.

The successful applicant will be a detail-oriented self-starter, who is passionate about supporting adolescents through difficult circumstances. They will be a natural "people-person" who enjoys meeting new people, making professional connections and leading meetings with confidence. S/he will be a lifelong learner who is comfortable with ambiguity, and approaches their work with a hopeful, "can-do" attitude.

Note: The incumbent CYDC Coordinator will continue employment with YouthZone in another capacity and thus, will conduct the training for this position and work closely with the new CYDC Coordinator.

Essential Functions and Responsibilities of the CYDC Coordinator

- Program Management:
 - Oversee implementation and delivery of services for juveniles and families referred to CYDC.
 - Facilitate communication and collaboration between relevant stakeholders.
 - Recruit, manage, and evaluate service providers.
 - Monitor progress of CYDC youth and provide feedback on relevant trends to the JSPC and state.
- Data Management:
 - Enter and ensure accuracy of data entered into Trails, YouthZone and state databases. Routinely provide statistics to different agencies throughout the Ninth Judicial District.
 - Provide relevant statistics and reports to the JSPC in order to help guide spending, services, planning, etc.
 - Provide technical assistance to providers regarding the billing process and database system.
- CYDC Annual Plan:
 - Develop an annual juvenile services plan and supporting budget for the judicial district at the direction of the committee within the established guidelines and timeframes.
 - Present the juvenile services plan to the State Board annually.
 - Attend all state coordinators meetings, Western Region catchment meeting and the CYDC Annual State Conference.
- JSPC Meetings:
 - Coordinate all monthly JSPC meetings, subcommittee meetings, and the annual planning meeting.
 - Provide written and verbal reports to the JSPC including but not limited to monthly financial statements, relevant monthly statistics, quarterly service delivery outcome reports, and YTD spending reports.
- Fiscal Management:
 - Authorize requested CYDC services.
 - Ensure accuracy of billing and appropriate payments to providers and approve monthly billing statements.
 - Provide support to providers regarding billing procedures, forms, and expectations.
- Collaboration/Partnerships:
 - Represent CYDC in local collaborations with community partners.
 - Communicate and collaborate with juvenile justice service providers in the district
- Screenings and Detention Beds:
 - Ensure the district detention bed cap is not exceeded.
 - Ensure that the contracted on-call screening services are provided as per the program standards approved by the JSPC.
 - Monitor screening of juveniles throughout the 9th District including the accuracy, completion paperwork and documentation for client files.

- Ensure CYDC representation in juvenile detention hearings and provide written reports for the court as requested.

Education, Training and Experience

- *Required:* Bachelor's degree from an accredited, four-year institution, OR a demonstrable combination of education, training, work history and life experience that would lead to success in this position.
 - *Highly desirable:* Substantial coursework or experience in criminal justice, social work, mental health, counseling, or related field.
 - *Desirable:* Graduate degree in related field degree.
- *Required:* One or more years of experience working with youth and adolescents, ages 10 to 18 years old.
- *Required:* Proficiency with MS Office programs: Outlook, Word, Excel, PowerPoint, etc.
- *Highly desirable:* Bilingual and/or bicultural Spanish.
- *Highly desirable:* Experience designing and facilitating adolescent support groups.
- *Highly desirable:* Current knowledge of age-appropriate youth behaviors and family dynamics.
- *Highly desirable:* Experience organizing and facilitating time-constrained meetings with purpose and intention. Includes experience engaging with an oversight committee and/or board of directors.

Other Requirements

- Participation in a child abuse registry check, fingerprint/Colorado Bureau of Investigation check, driving history check, and drug screen.
- Ability and willingness to work a flexible schedule in order to accommodate clients and their families; typically, Monday–Thursday between 8:00 am – 6:00 pm, but there will instances when appointments, trainings and groups must be scheduled outside of these times.
- Attend and participate in regular YouthZone direct service staffing meetings.
- Serve as a Youth Coach for YouthZone clients.
- Willingness to attend training opportunities.
- Exceptional interpersonal communication skills.
- High proficiency and comfort level with computers and technology, to include word processing, spreadsheets, email, calendar/collaboration operations, and use of cloud-based functions.
- Exceptional task and time management skills.
- Creativity and strong problem-solving skills.

Required Responsibilities of YouthZone Team Members

- Establish and nurture key relationships, both internal and external.
 - Serve as an ambassador for YouthZone and its mission throughout the communities we serve.
 - Be prepared to provide accurate information and answer questions about questions about YouthZone's programs, services, and development opportunities. This includes the ongoing Wish List.
- Establish meaningful customer and client relationships.
 - Ability and willingness to work with youth and adult clients with an attitude of respect, compassion and non-judgment.
 - Ability to problem-solve with parents and service providers in order to best support youth.
 - Demonstrate flexibility in scheduling meetings with youth, parents, partners, and stakeholders.
- Maintain administrative responsibilities.
 - Maintain strict compliance with YouthZone operational and safety policies, procedures, and standards.
 - Comply with confidentiality practices, HIPAA guidelines, and mandatory reporting of child abuse and/or neglect.
 - Notify Clinical Supervisor immediately regarding interactions with high-risk clients, and/or emergent situations.
 - Complete all required and requested documentation and reports in a timely manner.

- Participate as contributing member of the YouthZone Team.
 - Attend and participate in regularly scheduled mandatory meetings.
 - Participate in organizational activities as directed, in order to meet the goals and objectives of YouthZone.
 - Attend and participate in YouthZone fundraising activities and programs, as directed.
 - Uphold YouthZone’s Core Values: *We strive to INSPIRE with Integrity, No judgments, Stewardship, and we believe in Possibilities, Inclusiveness, Restoration and Encouragement.*
- Perform any other duties in service to the successful operation of YouthZone as assigned by the Executive Director or Assistant Director.

Required Skills and Attitudes of YouthZone Team Members

- Persistence and assertiveness in advocating for youth.
- Ability to sufficiently type for purposes of crafting reports and correspondence, and for data entry.
- Willingness to share in office maintenance and upkeep, as directed.
- Commitment to the success of the organization and its programs.
- Reliability, friendliness, and conscientiousness.
- Enduring sense of humor.

Benefits of working at YouthZone

YouthZone is a great place to work! In addition to a healthy, supportive work culture, we offer three hours of weekly exercise time, employee retirement plan, health insurance/wellness stipend, and the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

An offer of employment at YouthZone will be contingent upon the candidate passing a background screening process that includes Colorado Bureau of Investigation fingerprint check of criminal history, Child Abuse Registry check and drug screen. All YouthZone staff must also show proof of auto insurance and submit copies of diplomas and/or certificates of training.

The statements contained herein reflect general details in order to describe the essential functions of the position, as well as the skills and attitudes necessary for success. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned. This job description does not constitute an employment contract and is subject to change as the needs of YouthZone and requirements of the job change.

To Apply

Send current résumé and a cover letter in which you:

- Introduce yourself,
- Highlight your relevant skills, training and experience,
- Explain why you would like to work for YouthZone,
- Describe what you would bring to the YouthZone community as a member of our team.

Email your application materials to careers@youthzone.com.