JEFFERSON COUNTY

COMMUNITY COORDINATOR

STATUS: Contract through June 30, 2023 FLSA STATUS: Exempt

DATE WRITTEN: February 2022 DATE REVISED: NA

Salary: $30 per hour (max $65,000)

The Jefferson County Community Coordinator will be a contract position responsible for leadership and coordination of the Residential Treatment Center Subcommittee and the Jail Chemical Addiction Program Subcommittees of the local Justice Reinvestment Advisory Council. The Community Coordinator works closely with the local Justice Reinvestment Advisory Committee (JRAC) and reports to County Commissioners.

DUTIES:

* Coordinating meeting times and locations for Residential Treatment Center Subcommittee and Jail Chemical Addictions Program Subcommittee;
* Develops and maintains effective channels of communication with various community and support agencies, volunteer and service organizations and other correctional entities;
* Formulating and distributing meeting agendas and minutes to committee members;
* Gathering, distributing and maintaining necessary documentation on research findings, reports, and communication among collaborative entities;
* Assist in the collection of data to evaluate the effectiveness of programming utilized and its impact on recidivism and to develop improved methods if indicated;
* Identify gaps in services;
* Ensure committee meetings are effective, agendas are followed and committee members assigned tasks are completed on time;
* Compiling and developing reports as needed to JRAC;
* Preparing and submitting grant applications;
* Reporting required information to the local JRAC;
* Collaborating with other community forums including the hospital, local coordinating councils, committees focusing on trauma-informed care and education, county/city council, commissioners, and the sheriff’s department;
* Coordinating a community needs assessment with professionals;
* Developing a plan for the implementation of a Jail Chemical Addictions Program;
* Determining the need and location of a residential treatment facility and coordinating operations with a mental health agency;
* Other duties as assigned.

**JOB REQUIREMENTS**

The Community Coordinator must meet the following criteria:

* Bachelor’s Degree in Communication, Organizational Leadership or a related field;
* Master’s degree in criminal justice, social work, or related field or related experience preferred;
* At least 5 years of experience providing leadership in community forums;
* Knowledge of criminal justice processes;
* Knowledge of mental health conditions and substance use disorders;
* Knowledge of Indiana’s government and community supervision structure;
* Excellent written and oral communication skills;
* Ability to work effectively both independently and in a team environment;
* Ability to work flexible hours;
* Self-motivated team player;
* Able to persuade others to achieve desired outcomes and embrace accountability;
* Driver’s License and the ability to travel.