

Working Job Title: Youth Defense Initiative Project Assistant (Grant-funded)

Job Title: Social Services Program Coordinator I

Job Code: SSP030

Grade: H

Salary: \$35,000 annualized

Location: Central Office

Duration: Funding is provided for one year after the hire date

Grant Funded: This position is funded through the State of Georgia; funding is apportioned for at least one year of employment after a candidate's hire date.

Description of Duties: The Youth Defense Initiative Project Assistant will support the work of public defenders of indigent youth through the development and distribution of specialized trainings, the provision of centralized capacity building administrative assistance, and the coordination of state and national resources. Experience with youth and families in crisis or juvenile court preferred. Passionate about youth-centered juvenile justice practices. May serve as a lead worker. Performs other related duties as required.

Essential Duties and Job Responsibilities:

- Assist with building and maintaining statewide communication directory.
- Identify, coordinate, and liaise with community service providers across the state with local youth defender.
- Create, publish, and maintain calendar of upcoming trainings and events.
- Assist with coordinating trainings.
- Maintain training records.
- Establishing and maintaining effective communication and cooperative working relationships with regional staff, state staff, other agencies, community-based organizations, and local groups and providers.
- Identifying, organizing, and disseminating information, research, and training opportunities.
- Promoting mental health services to enhance the health and wellbeing of justice-involved youth families and communities in the target areas through a variety of strategies and activities.
- Providing technical assistance and training to public and private organizations engaged in or interested in prevention activities, coordinating prevention efforts with existing prevention coalitions in the region.
- This position serves at the pleasure of the Executive Director.



GEORGIA PUBLIC DEFENDER COUNCIL

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.

ENTRY QUALIFICATIONS

Bachelor's degree in a related field from an accredited college or university. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

AGENCY QUALIFICATIONS:

Bachelor's degree in criminal justice, public policy, sociology, social work, psychology, other closely related fields from an accredited college or university.

- Administrative skills
- Strong writing skills
- Performance Management
- Proficiency with Microsoft Office Suite, video conferencing and multimedia
- Strong interpersonal skills
- Ability to multitask
- Flexible with changing job duties
- Comfortable in high pressure situations

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