

**Juvenile Justice Coordinator:** Full-time position in the Buffalo County Attorney's Juvenile Diversion Services Office. The person seeking this position must have excellent communication skills. Prefer criminal justice, social work, human services, education, or psychology/sociology background, (B.A or B.S. required). Experience and education is preferred. Benefit package. Those interested must complete the formal Buffalo County Application for Employment, which can be found on the County website, or obtained in the County Clerk's Office, and send cover letter and résumé to: **Buffalo County Juvenile Diversion Services, PO Box 67, Kearney, NE 68848**. Applications will be received through August 20, 2024, or until the position is filled. Full job description on the Buffalo County website. EOE/AA/Veterans Preference. Candidates wishing to request a veteran's preference should indicate so in their application and provide the appropriate supporting documentation. Formal employment application is available at <https://www.buffalocounty.ne.gov/Article/JOB-APPLICATION>

BUFFALO COUNTY  
JUVENILE JUSTICE COORDINATOR  
JOB DESCRIPTION

NATURE OF WORK:

This position is a responsible human services work evaluating and coordinating juvenile release parameters and placement for all youth at risk to be involved in the juvenile justice system.

Work involves communicating with law enforcement, legal and detention personnel in order to identify alternative release and placement options for juveniles under County and pre-adjudication jurisdiction. Work also involves interviewing youth and family members. General supervision is received from the Buffalo County Attorney, Deputy Buffalo County Attorneys, and the Juvenile Diversion Services Administrator.

EXAMPLES OF WORK PERFORMED:

This position will assist in organizing, setting up case files and communicating directly with the Nebraska Department of Health and Human Services (DHHS), State Probation, Buffalo County Schools, and the Buffalo County Attorney's Diversion and Truancy Units.

Arrange meetings to assess needs and capabilities of juveniles referred to diversion/truancy services or work with State Probation of detained juveniles. Communicate with parents/guardians, attorneys, probation officers, law enforcement and detention personnel to facilitate alternative placement or restorative justice arrangements for previously detained juveniles; educate parents/guardians, court officials, probation officers, case workers, service providers, and attorneys about community-based services or placement options.

Establish, develop and maintain relationships with potential public and private juvenile service providers; meet with juveniles, family members, school officials, probation officers, case workers, and medical providers and associated service providers to obtain and exchange placement information.

Provide and maintain case records related to alternate release and community-based services. Develop and complete program informational forms and service summaries; maintain program statistics and related financial records and complete required reports; participate in community groups and task forces related to juvenile detention and program services.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of principles, practices and methods used in providing alternatives to juvenile detention and release services.

Knowledge of the functions and services provided by various community agencies related to juvenile detention and the alternatives available.

Knowledge of juvenile legal proceedings, juvenile court and probation systems and general law practices.

Ability to conduct thorough interviews and utilize the information to make appropriate placement recommendations.

Ability to communicate effectively both orally and in writing.

Ability to generate and maintain accurate records.

**DESIRABLE TRAINING AND EXPERIENCE:**

Graduation from an accredited four-year college or university with major coursework in criminal justice, social work or related field and considerable experience in providing direct care services to juveniles. Experience in juvenile probation or working with juvenile service providers preferred.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited four-year college or university with major coursework in criminal justice, social work or related field and experience in providing direct care services to juveniles or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.