



La Plata Youth Services

Diversion & Restorative Justice Program Manager

(1.0 FTE, *Salaried, Exempt*)

Description: The Diversion & Restorative Justice Program Manager's primary responsibility is to provide leadership, management, and oversight to ensure the ongoing sustainability and vitality of La Plata Youth Services Diversion Program. The Diversion Program Manager will oversee assigned casework, address professional and programmatic concerns, provide direct services to youth in diversion, and support the development and supervision of direct service staff and interns. Additionally, the Program Manager will establish relationships with municipal and district court teams, the District Attorney's office, law enforcement, and relevant school partners.

Reports to: La Plata Youth Services Program Director & Clinical Supervisor

ESSENTIAL FUNCTIONS

A. Program Management

- Build and sustain healthy, positive relationships with program participants, including students, families, partners, staff, and other service providers.
- Actively foster the values of LPYS throughout all programming, specifically Social Justice, Integrity, Innovation, Collaboration, and Compassion.
- Oversee Diversion and associated services for students, families, and affected parties.
- Provide administrative oversight, on-site supervision, and support to Youth Advocates and the Collaborative Management Program (CMP) Coordinator.
- Attend routine meetings to maintain wider community partnerships to increase awareness of juvenile justice issues, and to identify appropriate referrals to La Plata Youth Services Diversion program.
- Promote Restorative Practices through existing programming and new community partnerships.
- Ensure program operations comply with court requirements, local policies, and organizational standards.
- Prepare reports for internal leadership, funders, and community partners regarding program impact and outcomes.



B. Operations Management

- Assign cases to the Diversion team as they are referred, and monitor the caseload to ensure a high and consistent quality of care for youth. Maintain a small caseload of students on diversion, as needed.
- Assist in facilitating ReThinking Substances class.
- Assure program goals are met with community partners, and in accordance with the governing grant requirements.
- Support implementation of policies and best practices that enhance program effectiveness as well as the safety, well-being, and fair treatment of staff and clients.
- Maintain an updated Diversion program manuals to include procedural changes and program modifications to programs as they occur.
- In partnership with program staff, oversee the administration, collection, and recording of client records and data, including program surveys and/or data collection instruments and program evaluation and grant reporting.
- Identify and create opportunities to support the sustainability, fundraising, and promotion of Diversion programming, including grant writing.
- Other efforts as necessary in order to support the successful implementation of the Diversion Program and delivery of services to students, families, and affected parties.
- Provide consultation and support to staff regarding complex youth or family situations.

C. Participate as a contributing member of the LPYS team

- Attend and actively participate in LPYS fundraisers. Support organizational development by involvement with planning workgroups and special projects.
- Participate in ongoing training sessions and seminars.
- Responsibilities may include the following: speaking, workshops, etc., that address youth issues.
- Sustain professional and positive working relationships with staff.
- Knowledge of and adherence to organizational goals, values, policies, operations, and mission statement.
- Represent the organization in a respectful way both on and off the job.
- Collaborate with the Executive Director/supervisor as needed with high-risk clients, client emergencies, and crisis situations.



- Other duties as assigned by LPYS Supervisor.

DESIRED QUALIFICATIONS

- Juvenile-justice systems-related experience (includes promoting and guiding change within justice systems, restorative practices, and advocacy).
- Knowledge of, and training in, theoretic frameworks such as restorative justice practices, trauma- informed care, and positive youth development.
- Practical knowledge of social justice including addressing inequities created by systems and policies that create barriers to the well-being and opportunity for youth that have marginalized identities.
- Experience working with people of diverse backgrounds, perspectives, and cultures.

MINIMAL REQUIREMENTS

- Committed to the success of the program.
- Flexible, reliable, friendly and conscientious.
- Able to work with both youth and adults with a respectful and non-judgmental attitude.
- Capable of being appropriately responsive to challenging and/or crisis situations.
- Practice good verbal and written communication; organization skills.
- Compliance with confidentiality and mandatory reporting of child abuse and neglect.

EDUCATION REQUIREMENTS

A master's degree in social work, human services, or a related field or any equivalent combination of education, experience, and/or training is preferred. A combination of education and experience is also acceptable. **The statements contained herein reflect general details as necessary to describe the essential and non-essential functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.**