



Position: Community Service & Restitution and Teen Court Program Assistant

POSITION OVERVIEW: The Community Services/Restitution/Teen Court Program Assistant is responsible for assisting in the implementation of the DPS Community Service/Restitution and Teen Court programs. To this end she participates in the intake of youth and facilitates youth's participation and completion in both programs.

KEY RESPONSIBILITIES:

- Participate in program planning meetings with Program Manager to assess needs of youth and assignment of daily/weekly tasks.
- Intake for youth of Spanish speaking families who are referred for Community Service, Restitution and Teen Court; follow all reporting requirements associated with this process.
- Supervise youth completing community service when needed
- Ensure client information is entered in NC Allies (database) in a timely way and file management.
- Assistance with Teen Court on the 2nd and 5th Wednesday (when applicable).

SKILLS / QUALIFICATIONS

- Experience working with youth and diverse communities.
- Bi lingual in Spanish
- Demonstrated sensitivity to and strong concern for the needs of children, youth and their families.
- Good verbal and written communication skills in English
- Must be able to prioritize and handle multiple tasks, completing assignments in a thorough, accurate and timely manner.
- Ability to perform required project tasks independently.
- Ability to work collaboratively with CIS staff, board and community partners.

JOB STATUS: Part time (20 hours/week)

LOCATION: 208 North Chatham Avenue, Siler City

TO APPLY: Deadline January 18, 5pm. Mail or email a (1) page cover letter explaining why you want this position and why you are qualified for it. (2) up to a three-page resume to Attention: Jeremiah McCaffity –Communities In Schools of Chatham County, PO Box 903, Siler City, NC 27344 or email: jmccaffity@cischatham.org. Questions: Jeremiah McCaffity, (919) 663-0116 ext. 406. A complete job description is available upon request.