

COMMUNITY SERVICE COORDINATOR

DEFINITION

Under general supervision of the unit manager, plans, implements, maintains and evaluates community service placements, and monitors offenders required to complete community service hours in the district attorney's deferred prosecution program; performs related work as required.

EXAMPLES OF DUTIES

Works in coordination with diversion staff to conduct assessment and placement interviews for offenders required to complete community service hours; monitors offenders' progress toward meeting their community service obligations to include evaluation of supervision from the community service sites and documentation of completed community service hours; develops and maintains liaison with community service sites; prepares monthly statistical monitoring reports; assists in the community service program education effort to inform the public of the restorative and balanced approach to the criminal justice system as an alternative to prosecution and incarceration; supervises student interns and volunteers assigned to the community service program.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree from an accredited college or university in a human services or behavioral science field, preferably Criminal Justice, and at least one year of experience in criminal offender rehabilitation work or volunteer program administration. Public speaking experience is desirable.

Knowledge and abilities: Knowledge of criminal offender rehabilitation theory and practice; knowledge of community service restitution philosophy; interviewing and assessment skills, ability to organize and maintain the monitoring system and evaluate program effectiveness; knowledge of community resources; and the ability to communicate effectively orally and in writing.

Special requirements: Access to reliable motor vehicle transportation and have or be eligible for a valid Wisconsin driver's license. State of Wisconsin social worker certification is desirable.