



Twin Falls County Youth Services Coordinator

SALARY	\$19.35 Hourly	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202500046
DEPARTMENT	Juvenile Probation	OPENING DATE	04/28/2025
CLOSING DATE	5/5/2025 10:00 PM Mountain		

Position Information

Apply ONLINE at: www.twinfallscounty.org

Job Description

CLASSIFICATION SUMMARY

Performs a variety of duties in the day-to-day operations of the Juvenile Probation Youth Services Program. Work includes coordinating mediation and restorative conferences sessions, assisting in the training of volunteer mediators, completing mediation sessions and co-mediating as necessary, receiving, reviewing and mailing victim apology letters, develop, implement and deliver education and prevention programs designed to reduce many forms of violence including domestic, sexual, dating, and bullying. Monitor grants and prepare timely and accurate grant reports, develops and maintaining relationships with entities. The Juvenile Probation Youth Services Coordinators work is usually performed in an office environment with trips to courtroom, schools, and other agencies within Twin Falls County.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may by assignment)

- Facilitates educational groups as required;
- Conducts mediation sessions as necessary;
- Coordinates mediations and restorative conferences;
- Trains, monitors, motivates and coordinates volunteer mediators;
- Co-Mediates with new volunteer mediators;
- Develop, implement and deliver education and prevention programs designed to reduce many forms of violence;
- Maintains program files and related paper work;
- Monitors grants and prepares timely and accurate grant reports;
- Maintains and develops relationships with key agencies;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with the Director of Juvenile Probation to maximize the effectiveness and efficiency of Juvenile Probation Youth Services.

- Maintains strict confidentiality in all cases;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Receive training on victim/offender mediation, healthy relationships, engaging communities in violence prevention, anti-bullying, bystander empowerment, and other topics as identified and required;
- Makes presentations to help educate coalitions, organizations and agencies on mediation and other victim services and the benefits in the community;
- Serve on community boards and coalitions related to program and as required by director or funding agencies.
- Attend educational seminars or trainings as needed;
- Performs other duties as assigned.

Qualifications

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Juvenile Justice System;
- Education and prevention programs designed to reduce forms of violence to include, domestic, sexual, dating and bullying.
- Mediation and conflict resolution methods;
- Supervision and leadership techniques;
- Operation of a personal computer and job-related software applications;
- Case management;
- Grant management, statistics and reporting;
- County and Department policies, procedures, and practices;
- Presentation and public relations skills;
- File and information management methods and procedures
- English grammar, spelling, punctuation, and composition.

Skill and Ability to:

- Effectively carry out the goals and services of the Juvenile Probation Youth Services Program;
- Work with a diverse population of clients and families, school personnel, law enforcement, court personnel, attorneys and agency representatives;
- Develop, implement and deliver education and prevention programs;
- Manage grants and prepare accurate and complete required reports;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties.
- Speak clearly and communicate accurate information to others.
- Use English to communicate effectively with others.
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.
- Follow verbal and written instructions.
- Work independently and exercise initiative, with general guidance and supervision.
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies. Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Bachelor's degree in an educational field, human services field preferred, or three years of experience with education or social welfare;
- Trained Mediator; (or ability to obtain certification within reasonable time of hire)
- Training and experience in conflict resolution, motivational and strength-based interviewing, restorative justice, and family-based philosophy;
- Valid Idaho Driver's License; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus and ability to operate a motor vehicle. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone and make presentations to individual or groups. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Employer

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website

<http://www.twinfallscounty.org>