

## **Catawba County Juvenile Crime Prevention Council (JCPC)**

Job Title: **JCPC Coordinator**  
Closing Date: **September 27, 2016**  
Job Type: This is a part-time, contract position with no benefits considered an independent contractor for IRS purposes.  
Salary: Dependent upon qualifications

### **JCPC Description and Responsibilities:**

The N.C. Department of Public Safety partners with Juvenile Crime Prevention Councils in each county to galvanize community leaders, locally and statewide, to reduce and prevent juvenile crime. JCPC board members are appointed by the Catawba County Board of Commissioners and meet monthly. The meetings are open to the public, and all business is considered public information.

Each JCPC has the responsibility to:

- Review the needs of juveniles in the county who are at risk of delinquency or who have been adjudicated undisciplined or delinquent.
- Review the resources available to address those needs
- Prioritize community risk factors
- Determine the services needed to address those problems areas
- Develop a request for proposal for services in need
- Submit a written funding plan to the county commissioners for approval
- Evaluate program performance
- Increase public awareness of the causes of delinquency and strategies to reduce the problem
- Develop strategies to intervene, respond to and treat the needs of juveniles at risk of delinquency
- Provide funds for treatment, counseling, or rehabilitation services.

### **Description of Work**

The Catawba JCPC seeks a qualified individual to provide coordination services that assist the Catawba JCPC in administering its annual duties and responsibilities as described above.

Duties include but are not limited to the following:

- Assisting JCPC Officers, Committee Chairs, members, and current/potential programs in understanding and complying with State and County policies in the performance of the Council's annual responsibilities.
- Creating and maintaining JCPC agendas consistent with State and County requirements, including assisting the JCPC in scheduling annual Council responsibilities to ensure compliance with State and County deadlines in the performance of its duties.

- Attending meetings, taking minutes, and preparing required documents for all JCPC meetings, including committee meetings, monitoring visits, and other meetings as assigned by the JCPC.
- Drafting the risk and needs assessment and annual plan as directed by the JCPC for approval by the JCPC and presenting these documents to the Catawba County Board of Commissioners for review and approval.
- Providing public information, including sending meeting notices, drafting and sharing Requests for Funding Proposals (RFPs) with current and potential programs as developed by the JCPC, as well as developing RFPs for legal advertisements.
- Preparing, submitting, tracking, and revising the administrative budget as needed.

This position is in no way considered an employee of Catawba County or the State of North Carolina. It is a contract position with no benefits funded serving at the will of the Catawba JCPC, funded by State JCPC dollars, and is subject to annual appropriation by the State.

**Knowledge, Skills and Abilities / Competencies Knowledge**

- Excellent oral and written communication skills.
- Ability to establish and maintain effective working relationships.
- Knowledge of: State Public Records law, bylaws and compliance within, court system, rules and procedures and general meeting procedures.
- Ability to work independently and use judgment in organizing, completing, and sharing complex documents as required in the completion of annual JCPC responsibilities.
- Skills in: Microsoft Word, Excel, and Outlook; work well with web-based data entry programs.

**Minimum Education and Experience Requirements**

Bachelor's Degree with at least three (3) years of related work experience; or Master's Degree with at least (2) years related work experience; or an equivalent combination of education and experience.

Experience and/or working knowledge with juvenile crime prevention councils, understanding of the criminal justice system, particularly the juvenile justice system, and/or programs designed to prevent/divert youth from becoming involved with the criminal justice system is highly preferred.

**How to Apply:**

Qualified applicants must email a cover letter and resume to [jcpbcc@charter.net](mailto:jcpbcc@charter.net) by or before 5 p.m. on Tuesday, September 27, 2016 in order to be considered