

Position: Criminal Justice Response Coordinator

Supervisor: Monroe County Criminal Justice Response Committee (CJRC)

Job Classification: Contractual

About Monroe County Government

Monroe County Government is responsible for and provides the services of the Monroe Circuit Court, the Monroe County Correctional Facility, the Sheriff's Office, Probation, and Community Corrections to all residents of Monroe County.

Monroe County is an equal opportunity employer. It is the County's policy to treat all employees and applicants for employment equally according to their individual qualifications, abilities, experience, and other employment standards. The County does not discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, veteran status, genetic information, or any other legally-protected classification. This policy of non-discrimination applies to all terms and conditions of employment, including but not limited to recruiting, hiring, promotion, training, transfer, compensation and discharge. It is the County's policy to comply with all applicable Federal, State and local laws governing employment. All position vacancy notices, postings, advertisements, and recruiting literature shall contain the phrase "An Equal Opportunity Employer."

About the Criminal Justice Response Committee

The Committee serves in an advisory role assisting the government of Monroe County in review and, where appropriate, implantation of the recommend programs, services, policies, procedures, and internal function of our Criminal Justice system as provided by the RJS Justice Services and Inclusivity Strategic Consulting Reports ("Reports"). The CJRC focus is initially on the community resources necessary to divert individuals from the Criminal Justice System or transition individuals once released from the Criminal Justice System, based on the Sequential Intercept Model.

About the Position

The position will be a contract agreement for professional services with the Monroe County Criminal Justice Response Committee (CJRC). The CJRC is currently solely looking at intercepts before criminal justice interaction AND potential intercepts upon release from incarceration or jail.

This position serves a supportive roll to the CJRC, providing administrative support and group facilitation to ensure the CJRC is successful in creating the necessary partnerships to provide improved justice, public safety, and community wellness to our community.

The position will be responsible for coordinating CJRC meetings with local mental health, shelter, medical and housing agencies, and coordinating communications with the Court, Sheriff, Prosecutor and Public Defender, in addition to managing and coordinating the regular meetings of the CJRC.

The following are specific deliverables:

- Approach all work with a demonstrated consideration of Equity, Diversity, and Inclusion;
- Facilitate a group process to identify priorities and actionable objectives; and
- Make recommendations for implementation.

- Research similar successful and unsuccessful projects and present to the CJRC.

Compensation (pending County Council appropriation)

The position will perform all that is required and necessary to accomplish the deliverables as described herein as Phase I, for an amount paid by the Monroe County Board of Commissioners not to exceed \$60,000.00.

Invoices will be submitted beginning (to be determined upon completion of final contract), on the last day of each month in equal sums of “\$5,000” until (to be determined upon completion of final contract) for work performed prior to the submission of the invoices. Monroe County Government will make payment within 45 days of receipt and in conformance with all federal, state and local laws and Monroe County’s policies and procedures.

In order to receive payment, all services shall be performed to the reasonable satisfaction of the CJRC.

Essential Duties & Responsibilities

Strategic Plan Development & Leadership

- Under the direction / advisement of the CJRC, develop a strategic plan that reflects the goals, priorities, and practices of the CJRC.
- Support stakeholder teams to ensure improved data collection and communication, and shared metrics for accountability, program planning and evaluation.
- Manage project plans and timelines, lead planning meetings, and monitor projects through conceptualization, design, and implementation.
- Monitor the coordination, integration, and delivery of programs and related services that support comprehensive, community-wide criminal justice reform.
- Serve as MCG’s liaison in collaborative relationships between program areas.
- Track and synthesize quantitative and qualitative information regarding goals, timeline status, and results.
- Regularly brief the CJRC on identified local data-driven decisions, strategies, opportunities, and activities. (Housing Insecurity, Centerstone, Health Net, Shelters, Probation (?))
- Prepare and disseminate project memos, summaries, presentations, and meeting plans targeting policymakers, practitioners, and other stakeholders.
- Design and implement, upon approval of the CJRC, an effective communication strategy to increase awareness of the impact of the CJRC and community partners.
- Understand and keep up to date on the landscape of Criminal Justice service delivery and systems change best practices, local, state, and federal regulations, and Continuum of Care goals and priorities.

Partnership Building

- Assist in engaging various community partners to help bring holistic and integrated improvements to the Monroe County Criminal Justice Response process.
- Build and maintain strong relationships with all participating organizations, government agencies, nonprofits, community groups, and individual stakeholders.

- Convene partners upon direction from CJRC for system-wide conversations to plan creative and effective responses to identified system gaps.
- Raise community awareness about the progress of Criminal Justice reform in Monroe County.

Program Sustainability

- Research local, state, and federal funding sources and assess match to program and Monroe County Government needs and capacity.
- Work with relevant stakeholders to ensure implementation and continued operation of programs.

Qualifications

- Minimum qualifications include a combination of training, education, and experience; as well as extensive leadership and management experience in a group facilitation, including demonstrated success in building and leading broad and diverse coalitions towards shared goals and objectives.
- Preferred/Desirable Qualifications - Experience in group facilitation is highly desirable including demonstrated knowledge of criminal justice issues; and Federal, State, and municipal laws and regulations governing criminal justice projects and programs.

To Apply

Please submit cover letter, prospectus of qualification and references from prior projects to esensenstein@co.monroe.in.us by January 7, 2022 at 5pm.