Submit Posting Form to HRJA@judicial.state.co.us. Requests will be processed within 48-hours of submission.

Colorado Judicial Department
Courtesy Job-Posting Form

Notification Date: 07/23/15

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<th>Organization Name:</th>
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<td>The Link</td>
<td>Thornton</td>
<td>Overnight Intake Specialist</td>
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Salary: $29,580/annually plus benefits

Posting Date: 07/23/15

Closing Date: 08/21/2015

General Purpose:

Minimize individual and community harm by providing youth struggling with life skill issues and their families assessment and resource services to help keep youth from becoming deeply involved in the juvenile justice system.

Definition of Work:

Please note this is an overnight position which requires staff to work 4 ten hour shifts from 10:00 PM to 8:00 AM each Friday, Saturday, Sunday and Monday.

Overnight Intake Specialists are responsible for:

- The receiving of youth brought to The Link by law enforcement, including proper documentation in CARE (electronic database) and securing youth’s property as well as contacting their parent/guardian.
- Assess and evaluate all youth for risk and needs using established assessment and screening tools.
- Remain informed of community partnerships and service providers in order to make the most appropriate referrals.
- Completion of intake reports, meeting all required deadlines and timely notification to the referent regarding outcome of contact with the youth including law enforcement, school personnel, municipal courts, etc.
- Timely completion of assessment and mediation session(s) with youth and guardian.
- Provide detention screening for Adams Youth Services Center, including administering The Juvenile Detention Screening and Assessment Guide (JDSAG) and the Colorado Juvenile Risk Assessment (CJRA). Staff is responsible to know when the detention center is at capacity and what emergency release procedures are.
- Conduct appropriate police contact with law enforcement, school officials, and the detention center (AYSC), clients, parent/guardians, medical personnel, human services (ACDHS), and all other partner and resource agency representatives to secure collateral information and keep all parties informed as needed.
- Submit timely court reports (intake reports) to all appropriate personnel with recommendations for bond release and services that may be beneficial to the youth and their family.
- Assessing and opening case management for youth and provide on-going follow up services while advocating on behalf of the youth and their family to access services and overcome barriers to services.
- Provide timely and on-going contact with the agency representative who referred youth for services such as schools.
- Input accurate data and maintain the electronic files in CARE (Link database) and Colorado Trails (state database).
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- Maintain statistical obligations monthly (surveys, closed cases, etc.)
- Participation in bi-weekly staff meetings and in-service training as required.
- Attend trainings/conferences as deemed appropriate to maintain and enhance skills.
- Provide on-call coverage as needed for overnight, weekend and holiday shifts.
- Light housekeeping, vacuuming, dusting and cleaning break room.
- Such other duties as assigned by the Program Director or Executive Director.

**Minimal Educational / Professional Qualifications:**

- Bachelor of Arts or Science Degree in Criminal Justice, Psychology, Sociology, Social Work or a 4 year degree in an unrelated field with 2 years minimum related experience.
- One year experience working with at risk-youth or one year experience in a related field demonstrating crisis intervention and assessing skills.

**Verbiage you would like added to the job announcement to better describe the position and/or add “preferred qualifications.”**

The Link is a not for profit community assessment and resource center serving juveniles and their families in Adams and Broomfield Counties. The main components of this position will require the Overnight Intake Specialist to complete an assessment with the youth to identify the risk and protective factors present and make referrals to outside agencies to assist the youth and their family. The position will also include a component of family mediation techniques: Preferred qualifications are: Master’s Degree in the field of social sciences, two years of experience working with at risk youth. Bi-lingual candidates are also strongly encouraged to apply.

**How to Apply:**

Please submit your resume and cover letter explaining your qualifications to Lonnie Matz (Program Director) at The Link. The email address is Lonnie.Matz@thelinkcolorado.org

The above can also be mailed to the Link (attention Lonnie Matz) in order to apply.

The physical address is:

8461 Delaware Street
Thornton, CO 80260