



TITLE: Diversion Office Assistant

ACCOUNTABLE TO: Diversion Staff

RESPONSIBILITIES:

- Assist Diversion staff in the monitoring of Diversion Agreement and preparation of client files.

SPECIFIC DUTIES:

- Diversion Agreement monitoring (via the phone).
- Document correspondence in client files.
- Case preparation.
- Other duties as assigned.

QUALIFICATIONS:

- Ability to communicate effectively over the phone.
- Ability to document objectively and legibly.
- Experience with youth.
- Open-minded.
- Ability to listen to youth and their family
- Treat youth and their family with dignity and respect.
- Abide by strict confidentiality policies.

TIME REQUIRED:

- Completion of 6-hour New Volunteer Training.
- Observe at least one Community Accountability Board session.
- Volunteer at least 3 hours a week.

BENEFITS:

- Positive impact on the life of a youth.
- On-going trainings focused on youth and the justice system.
- Recognition and documentation of volunteer service.

Volunteers – Making a better tomorrow, TODAY!