



County of Greene, Missouri
Employment Vacancy Announcement

August 9, 2010

Coordinator of Evening Reporting Center

Greene County Juvenile Division

Full-Time Status – 2 p.m.-10 p.m. M-F

Starting Salary: \$18.28 per hour

The Greene County Juvenile Division is seeking a person for the position of and Coordinator of the Evening Reporting Center (ERC). This position works under the general supervision of the Probation Supervisor.

Essential Duties and Responsibilities:

This is a highly responsible professional work involving overall coordination of the Greene County Juvenile Office's Evening Reporting Center (ERC) and providing probation services for youth under the supervision of the Greene County Juvenile Office/Court. This position involves primary responsibility for planning, organizing, coordinating, and managing the daily operation of the ERC and providing case management services to youth under supervision who are on informal or formal probation. Work involves developing skill competencies and goals for youth in the ERC Program and those youth receiving probation services using Balanced and Restorative Justice Principles. Work includes supervisory responsibility for the ERC Program staff and program volunteers. Perform other duties and responsibilities as required of the position. *Work Schedule for this position is generally from 2 p.m. to 10 p.m. Monday-Friday, week-end hours may be required on occasions.*

Minimum Experience and Training Requirements:

Graduation from an accredited college or university with a Bachelor's degree in Sociology, Criminology, Social Work, Psychology or related subject required. A Master's Degree in Social Work or related social/behavioral science is preferred.

One year or more experience of full-time professional work with juveniles and families is required. Previous experience in program coordination, staff training and supervision, volunteer recruitment and retention is preferred.

This position will be required to transport juveniles as needed. Possession of a valid Missouri Drivers license permitting transportation of people is required.

Special Requirements:

All applicants for the position of ERC Coordinator/Probation Officer will be required to undergo a complete background check and post-offer screening for the presence of illegal drugs as a condition of employment.

How to Apply:

Interested individuals must submit an application with resume and cover letter to Human Resources, 933 N. Robberson, Springfield, MO 65802, or fax to 417-868-4818. Position is open until filled.

Greene County is an equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.