

Lamoille Restorative Center
Pre-Charge Diversion Case Manager Job Description

Reports to: Director of Court Diversion & Pretrial Services

Position's Primary Focus

Pre-Charge Court Diversion is a voluntary, confidential alternative to the formal court process through which people who have broken the law can make amends to all affected; the victim, the community, and themselves. Pre-Charge Court Diversion Case Managers, using restorative practices, assist participants in repairing the harm caused by the crime they committed.

Principal Responsibilities:

1. Ability to work collaboratively as a member of the Court Diversion program team.
2. Ability to work collaboratively with Volunteers including Panel participation.
3. Ability to maintain a case load of Pre-Charge Diversion participants.
4. Ability to maintain participant files consisting of: intake and assessment forms; contact and referral notes; victim statements; participant contracts and notes on progress of each condition; release of information forms; and other relevant documents.
5. Willingness and ability to make appropriate referrals, as necessary.
6. Attend partner agency meetings as necessary.
7. Facilitate participant's restorative panel meetings.
8. Maintain participant payment records.
9. Maintain communication with victims.
10. Maintain communication with participants.
11. Develop and maintain relationships with local law enforcement agencies.
12. Develop and maintain relationship with State's Attorney's Victim Advocate.

Desired Qualifications, Knowledge, and Experience:

1. College degree in Education, Human Services, or Criminal Justice or significant related work experience.
2. Training, education, or course work in the areas of substance abuse, domestic violence, poverty, crime, and other challenges.
3. Knowledge of community resources and the ability to make appropriate referrals.
4. Patience, reliability, good judgment, respect for diversity, and excellent communication skills.
5. Strong time management, record keeping and computer skills.
6. Well developed sense of professional and personal boundaries.
7. Reliable transportation.