

Job Title: Helping Families Initiative Team Leader

Reports to: District Attorney

Education: Master's degree in Social Science (Psychology, Social Work, Criminal Justice, or closely related field), licensure preferred; or a combination of education and experience indicative of the ability to accomplish program goals.

Job duties:

- Represent the District Attorney throughout the Circuit
- Manage the Helping Families Initiative Team in the District Attorney Office
- Recruit, hire, train and supervise program employees and interns
- Build and maintain a network of education partners and resources
- Build and maintain a network of referral resources and community partners
- Establish and coordinate a multidisciplinary team for regular case review
- Prepare management reports as required for District Attorney and HFI State Support Team
- Perform Case Officer duties as described in Case Officer Job Description as needed

Skills and knowledge required:

A working knowledge of:

- The adult and juvenile criminal justice systems
- Law enforcement procedures
- Schools and school administration
- Community based service agencies and social services Child protection services policies and procedures Ethical Standards and Confidentiality

Demonstrated ability to:

- Adhere to program policies and procedures
- Successfully manage staff
- Maintain and adhere to a program budget
- Prepare reports and other written communication and utilize database, spreadsheet, publication, and word processing software

