

**Center on Juvenile and Criminal Justice**  
**Position Available: Juvenile Justice Social Work Specialist**

The Center on Juvenile and Criminal Justice (CJ CJ) is a private non-profit organization whose mission is to reduce society's reliance on the use of incarceration as a solution to social problems. We do this through the provision of programs to persons facing imprisonment, education efforts about imprisonment and its effect on people, and technical assistance to entities wishing to establish and/or evaluate programs working with those facing imprisonment. For more information, visit our website at [www.cjcj.org](http://www.cjcj.org)

CJ CJ is seeking a dedicated and energetic **Juvenile Justice Social Work Specialist** to join our Youth Justice Services team, to serve and support youth and transitional aged young adults. The Specialist is responsible for monitoring and tracking the San Francisco Juvenile Hall population daily, securing alternative releases for targeted pre-and post-disposition populations currently being detained in secure detention, and coordinating case information between all elements of the juvenile and adult systems to facilitate the releases of targeted youths. This person will develop individualized reentry reports, plans, and strategies that reduce unnecessary institutionalization and promote individualized interventions. They will also provide the youth with linkages to community support, as well as directly providing ongoing support to the youth. This position will work in partnership with community members to ensure a comprehensive collaborative approach to success. They will work with other community providers, defense attorneys, judges, probation officers and prosecutors. This person will regularly and routinely work in the office and in the field in San Francisco and the surrounding local area.

Qualifications include:

- Experience in juvenile or criminal justice, case management, social work, substance abuse, non-profit programming, or other related fields
- Education in criminal justice, public policy, psychology, sociology, social work, law, creative writing, journalism, English literature, or related field (Master's degree preferred)
- Detail-oriented with excellent writing, research, and organizational skills and good time management
- Experience developing case plans preferred
- Strong interpersonal communication skills and engages well with young adults
- Excels when working with people from diverse backgrounds
- Experience working with justice impacted individuals
- Knowledge of community-based service providers a plus
- High energy and strong initiative; ability to work independently as well as in a team setting
- Spanish-speaker preferred
- Passion for social justice work and ability to work under pressure
- A good sense of humor
- Maintain a valid driver's license and maintain access to a registered and insured vehicle to use in carrying out your job duties while providing services to the youth in the community

Duties include:

- Assess each youth and young adult referral to identify their individual reentry needs and personalized individualized goals, and write and develop pre-release and post-entry plans and strategies while including the youth's short and long-term needs and goals
- Provide reentry support to include referrals and specific linkages to health, mental health, employment, housing, skill development, mentorship, and social and recreational services
- Provide expeditor services to maintain frequent client contact in the community through weekly in-person visits and calls, to support their reentry transition, for 15-20 youth
- Establish and maintain effective contact with the client's family members, community providers, case managers, social workers, attorneys, educational services, employment services, housing programs, treatment providers, and probation personnel
- Serve as the client's key advocate, attend Child and Family Team meetings, and evaluate their progress in meeting goals and make adjustments to further support their success
- Maintain case files and excellent documentation while tracking progress and outcomes
- Research and build on current knowledge of available community reentry resources
- Utilize a unified system of care through a network of community-based agencies
- Write and submit weekly and monthly reports for the Court and attend court hearings and provide testimony as needed
- Carry out all assigned responsibilities in a professional and timely manner
- Prepare and distribute caseload reports on a weekly basis
- Prepare weekly management reports containing the legal status of detained youth and prepare monthly statistical reports on the number and types of releases from detention
- Prepare status reports of youth who are released to non-secure alternative detention programs for court
- Investigate and evaluate youth for possible release from secure detention to the home of the parent/guardian or other alternative program
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- Monitor the Juvenile Court Hearing calendar daily for youth eligible for an alternative to detention pending court hearing
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- Consult with case managers and others to facilitate admission of youth to community placement programs
- Identify youth for release from secure detention to interim or temporary alternative programs awaiting long term placement
- Ensure that psychological evaluations, medical or other evaluations, as necessary, are obtained to facilitate the expeditious placement of youth in residential community-based programs
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Compensation and Benefits include:

CJCJ offers competitive wages, excellent comprehensive benefits, a positive work environment, and a great team of committed professionals. This is a full-time hourly position and the pay ranges from \$35/hour through \$38.50/hour depending on experience. Full time benefits include complete health, dental, and life insurances with zero employee contributions ~ CJCJ pays 100% of the premiums. Additional benefits include an employer matched retirement account, 13 holidays per year, 10 sick days per year, and 10 vacation days per year. The position also offers extraordinary opportunities for paid training, professional development, and supervision.

To Apply: Send your resume and cover letter with "Social Work Specialist" in the subject line to [cjcjoffice@gmail.com](mailto:cjcjoffice@gmail.com) as soon as possible. This position is hiring to fill immediately. The application period will close as soon as the position is filled.

WOMEN, PERSONS OF COLOR, DIFFERENTLY ABLED PERSONS, AND INDIVIDUALS WITH PAST INVOLVEMENT IN THE JUSTICE SYSTEM ARE ENCOURAGED TO APPLY.