

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0095
Job Title: Program Coordinator
Salary Grade: 22
Bureau: Administration
Department: Justice Advisory Council
Dept. Budget No. 205
Position I.D. 9502629
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Director in coordinating activities of the Cook County Judicial Advisory Council. Reviews and monitors programs, proposals and current trends in the juvenile and adult justice systems to ensure the effectiveness of these programs relative to both juvenile and adult rehabilitation. Participates in the preparation, compilation and development of confidential reports to the President of the County Board, Judiciary and other County Officials. Is privy to information of a sensitive and confidential nature, necessary to complete assignments for the department.

Key Responsibilities and Duties

Assists the Director in developing, researching and implementing crime prevention programs for Cook County.

Monitors and audits existing programs that currently receive funding and evaluates their effectiveness via on site visits and review of quarterly and annual reports.

Maintains contact and open communication with other NACO related counties throughout the United States to keep abreast of all the latest data available and to receive first hand information on practical and productive preventive rehabilitation programs.

Establishes an ongoing library of resources with the most recent statistics regarding trends and issues on juvenile justice.

Assists the grant coordinator when necessary in compiling information and helps to expedite the completion of the grant application process.

Is responsible for developing reports that are confidential in nature that assist the Director in planning for future goals of the Judicial Advisory Council.

Complies and submits all required grant reports (financial, programmatic) in an accurate and timely manner.

Knowledge, Skills and Abilities

Knowledge of the juvenile and adult justice programs, services and staff that are required to administer these programs.

General knowledge of needs, concerns and issues facing juveniles and adults in the justice system.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies.

Knowledge of cultural diversity and the ability to be culturally sensitive.

Basic understanding of adolescent and pre-adolescent growth and behavior.

This position requires moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

Must possess professional judgment in dealing with sensitive and confidential matters.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience in Public Administration, Criminal Justice, Social Work **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in or Psychology, Public Administration, Criminal Justice or Social Work.

Five (5) or more years' experience in the areas of Psychology, Public Administration, Criminal Justice or Social Work.

The duties listed are not set forth for purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.