



Disproportionate Minority Contact (DMC) Reduction Coordinator Announcement

Nonprofit organization in Montgomery County, MD seeks DMC Reduction Coordinator to guide collaborative efforts to analyze & respond to overrepresentation of minority youth in county juvenile justice system. Full-time. Min BA in criminal justice, public admin or related field; Min 5 yrs manager or policy level exp with jj operations and svcs. Position description at www.collaborationcouncil.org. Send resume & cover ltr via e-mail info@collaborationcouncil.org, fax 301-610-0148 or mail: Montgomery County Collaboration Council, 12320 Parklawn Drive, Rockville MD 20852 by July 21 EOE

POSITION DESCRIPTION DMC Reduction Project Coordinator

Position Summary:

The Disproportionate Minority Contact (DMC) Reduction Project Coordinator will work to ensure successful implementation of a structured policy-making and program development process to reduce the disproportionality of minority youth who come in contact with or become further involved in the juvenile justice system in Montgomery County. The Coordinator will provide staff support to the DMC Reduction Committee.

The DMC Reduction Project Coordinator will be a full-time regular employee of the Collaboration Council. The Collaboration Council's Director, Children with Intensive Needs will be responsible for day-to-day supervision based upon a work plan that has been developed by the DMC Reduction Committee.

Essential/Primary Responsibilities:

- Assist in the initial development and subsequent iterations of the DMC Reduction Committee's work plan
- Oversee the implementation of the DMC Reduction Project work plan
- Working with the Collaboration Council's Director, Data and Research, and the DMC Reduction Committee, collect and analyze the most current decision-point data available that identifies the DMC reduction issues in Montgomery County and write reports for Criminal Justice Coordinating Committee (CJCC) and other stakeholders.
- Working with Collaboration Council staff assigned to infoMontgomery, support the collection of information on services available specifically to youth involved in the juvenile justice system to enable gaps analysis
- Research and communicate successful efforts and effective policies, practices and programs from other jurisdictions that can help to resolve identified DMC issues and communicate these to the DMC Reduction Committee.

- Identify sources of technical assistance
- Maintain a positive working relationship with the DMC Reduction Committee leadership to support the successful functioning of the Committee in implementing its work plan
- Provide administrative support to the DMC Reduction Committee including maintaining membership roster, convening of meetings, providing needed information for meeting discussion and action and recording of meeting notes for distribution
- Cultivate working alliances between judges, prosecutors, public defenders, police, probation authorities, community groups, parents and youth; Interact with Committee members and other public and private entities and community stakeholders to communicate the DMC Project and engage them in work plan implementation
- Assist with identifying potential funding sources and developing applications and proposals for additional resources that may be needed to implement the DMC Reduction project.
- Furnish regular reports to the CJCC Steering Committee, the full CJCC and to the Collaboration Council's Board of Directors
- As needed, assist in drafting formal linkages/MOU's regarding cooperation and information sharing among key agencies and organizations
- Submit reports and other data to the Governor's Office of Crime Control and Prevention (GOCCP) as required
- Perform other duties as assigned

Position may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

Secondary Responsibilities:

- Participate in long-term planning and use of resource information for policy decisions
- Inform the staff and Board of key juvenile justice issues and effective practices

Measure of Accountability:

- Successful development and implementation of DMC Reduction work plan
- Effective operation of the DMC Committee leading to measurable progress in reducing DMC
- Favorable feedback from key stakeholders regarding interactions and organization and quality of the work
- Consistent ability to meet deadlines

Experience and Education:

- Minimum of a Bachelor's Degree required with Master's Degree preferred in criminal justice or other law enforcement or justice-related field or public policy.
- At least five years work experience at a managerial level or in public policy related to juvenile justice decision-making and the provision of diversion, intervention and secure detention services to delinquent youth.
- Ideal candidate will have more than a basic understanding of the dynamics and challenges related to the overrepresentation of minority youth in juvenile justice and other child-serving systems.
- Experience working with a wide variety of culturally-diverse stakeholders (elected officials, government managers and frontline staff, community, parents, youth, community-based providers, advocates) preferably including settings where the candidate helped committee leadership facilitate consensus-based decision-making
- Experience in working directly or working with others to collect and analyze data to enable decision-making

Skills and Abilities:

- Highly organized and capable of working independently, including the ability to set priorities and focus on critical activities
- Ability to process complex information and concepts and communicate to a variety of stakeholders
- Superior written and oral communication skills; ability to read, write and speak English fluently
- Positive commitment to teamwork and collaborative communication and decision-making
- Ability to work with internal and external partners in a friendly, cooperative and professional manner.
- Advanced computer skills especially Microsoft Office Suite
- Effective problem-solving, negotiation and collaboration-building skills

Working Conditions/Other Data:

- Travel is required
- Considerable interaction with staff and the public
- Considerable opportunity to exercise independent judgment

