

## JOB DESCRIPTION

TITLE:	<b>COMMUNITY ACCOUNTABILITY BOARD MEMBER DIVERSION SERVICES</b>
JOB SUMMARY:	Participate as a member of a three-person board which meets with juvenile offenders and their guardians for the purpose of explaining and offering Diversion as an alternative to Court proceedings. In those cases where families desire Diversion, the referring offense and circumstances surrounding it will be discussed. The Community Board (CAB) will then determine consequences designed to hold the youth responsible for his/her actions and provide accountability to the community and to the victim.
JOB DUTIES:	Attend scheduled CAB meetings twice a month. Present options to youth and their guardians. Interview youth and guardian(s) in regard to the offense. Determine (with other CAB members) the consequences of the offense. Present consequences to the youth and their guardian(s) in the form of a Diversion Agreement. Fill out necessary forms and informational data sheets, which are pertinent to individual cases.
TRAINING, EDUCATION EXPERIENCE:	Must be objective. Must be able to communicate with people and work in a group process. Must conduct oneself in a professional manner. Must maintain confidentiality of cases. Must be able to acquire a working knowledge of the legal aspects of Diversion. Must treat each case individually, without prejudice. Must observe two CAB sessions and one educational seminar prior to the training session. Must complete a "Training Exercise Packet" and complete a thorough study of the Diversion Training Manual <b>PRIOR TO ATTENDING</b> a one-day Diversion Training Class. Actively participate in a half-day Diversion Training Class. Attendance at a half-day Cultural Diversity Seminar.
PERSONAL TRAITS:	It is imperative that individuals volunteering in this capacity be objective, dependable and patient.
REQUIREMENTS:	Must be at least an entering junior in high school. Dress must be casual business attire. If in high school, must have a 3.0 GPA or submit a written recommendation from a school personnel. Must submit to a background check.
JOB RELATIONSHIPS:	Supervised by a Community Accountability Board Consultant. Responsible to the Volunteer Services Manager.
TIME COMMITMENT:	Two weekday evenings per month from 6:00 to 9:00 p.m. for a minimum of one year.