

**Sacramento County Office of Education Job Description**  
**Classification Title: Project Specialist I, Juvenile Court Programs, VOYA/ El Centro**

**DEFINITION**

Under general direction, as part of the Sacramento County Office of Education (SCOE) county-operated student programs, El Centro Jr./Sr. High and Valley Oaks Youth Academy (VOYA) team, serves as a liaison for eligible formerly incarcerated or system-impacted youth transitioning back into the community, and their families, and caregivers, needing to access justice system, K12 and postsecondary education, basic needs, mental health, education and workforce services including assisting with the navigation of these systems; performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

**SUPERVISION OVER**

None

**DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

In partnership with probation staff, acts as a liaison between families, K12 and postsecondary school site leaders, student support staff, and justice systems to support formerly-incarcerated youth in accessing available resources and interventions; collaborates with SCOE court, probation, school staff, and community agencies to provide information related to resources and services to meet youth needs; promotes positive youth outcomes by assisting justice-involved youth in connecting them to resources as they return into the community; develops and facilitates information sessions and presentations to community groups regarding accessing justice system, K12 and postsecondary education, basic needs, mental health, and education and workforce services; coordinates and leads various meetings with community agencies; assists in identification of youth's natural strengths and needs; provides individual or group mentoring for justice-involved youth; develops and maintains collaborative partnerships and working relationships with community partners; supports and assists youth in navigating external agency referrals; supports youth in accessing a variety of post-secondary resources, including those related to dual enrollment, workforce, and financial aid; assists and engages youth to overcome barriers to accessing services; provides support in a variety of settings including school sites, community agencies, and homes; creates opportunities and events to increase community and youth engagement and involvement in school and community supports and services; fosters an environment of inclusion and respect that welcomes, supports, and values the individuality of all youth and partners; demonstrates cultural humility and competence in all interactions; tracks program successes and analyzes data; maintains confidentiality of youth information; attends and participates in meetings, trainings, and conferences as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Any combination of education, training, and experience equivalent to a bachelors degree; demonstrated experience connecting families and students in navigating justice systems required; experience with trauma-informed programming and/or conflict resolution preferred; experience working in a government agency, community-based organization, or education setting desirable; extensive professional or personal experience navigating justice systems preferred.

**Knowledge of**

Available community resources and services related to justice system, K12 and postsecondary education, basic needs, mental health, education, and workforce services; public education systems with juvenile

and/or adult evidence-based programs; K-12 and post-secondary education and workforce resources and dual enrollment processes; culturally-sensitive and restorative practices; effective presentation methods for a variety of audiences; current practices and issues related to justice-involved individuals; strategies for individual and group mentoring; applicable state and federal codes, laws, and regulations pertaining to justice and education systems and services; the needs of historically underserved populations and factors which impact the delivery of support and services for justice-involved individuals; standard clerical procedures, standard software applications including videoconferencing platforms, spreadsheet and database applications.

**Skill and Ability to**

Demonstrate inclusion and respect for the individuality of all youth and partners; interact and communicate effectively with all individuals; identify resources that meet the needs of youth; work independently with minimal supervision; communicate effectively in oral and written form with individuals from diverse backgrounds; prepare clear and concise written communications; develop and make oral presentations to individuals and groups; engage partners in collaboration; present ideas and concepts clearly and concisely; operate a computer and use standard software applications; organize, track, and retrieve data; maintain confidentiality of program and youth information; react with flexibility and sensitivity to changing situations, settings, and needs; problem-solve in a restorative justice and supportive capacity; organize and prioritize work; effectively deliver and carry out written and oral instructions; establish and maintain cooperative, collaborative, and effective working relationships with community partners.

**Other Characteristics**

Possession of valid California driver's license and willingness to travel locally using own transportation to conduct work assignments.

Approved by Personnel Commission on 12/12/2023