

**POSITION**

Local Juvenile Detention Alternatives Initiative Coordinator

**POSITION PURPOSE**

Under limited supervision, the local JDAI Coordinator is responsible for the coordination, management, and expansion of local juvenile detention reform initiative. The local JDAI coordinator is charged with assisting to reduce disproportionate minority contact, inappropriate use of detention, and over reliance on detention in a rational risk-based manner without compromising public safety through the implementation of the eight core strategies of the Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative.

This is a grant funded position for three years and is subject to the availability of funds for renewal beyond the initial three year period.

**JUVENILE DETENTION ALTERNATIVES INITIATIVE (JDAI)**

The Juvenile Detention Alternatives Initiative was created by the Annie E. Casey Foundation in 1992 as a model to stimulate comprehensive reform in the field of juvenile justice nationwide. The JDAI model focuses on eight core strategies:

1. Interagency collaboration to improve planning and coordination;
2. Use of data, including results tracking to drive policy and program decisions;
3. Reliance on objective criteria and instruments to guide admission and sanctioning decisions;
4. New or enhanced community based alternatives to secure detention;
5. Expedited case processing to reduce lengths of stay and speed the administration of justice;
6. Practices and policies to eliminate structural and personal biases that produce racial disparities;
7. Routine facility inspections to improve conditions of confinement; and
8. Innovations to reduce secure custody in "special" detention cases (e.g. violations of probation).

Successful implementation of these strategies is expected to reduce admissions, reduce lengths of stay, shorten case processing times, and increase non secure community based programs. These improvements would in turn result in reduced racial disparities and reduced daily populations in secure detention without increases in either re-arrest or failure to appear rates.

**REPORTABILITY**

Reports to: \_\_\_\_\_

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## **RESPONSIBILITIES**

Primary responsibilities include the following:

### **Principal Responsibility A**

Coordinate and assist in the development of the local detention reform, vision, structure, and expansion.

#### **Tasks**

1. In partnership with the Annie E. Casey Foundation and the Indiana Statewide Expansion Team, convene and coordinate local level, and joint JDAI site meetings.
2. Build interest and momentum among local JDAI key stakeholders.
3. Assist in the development of a local JDAI steering committee and provide staff support.
4. Identify detention alternatives and detention reform best practices.
5. Coordinate the development of a local workplan relative to detention reform.

### **Principal Responsibility B**

Manage the day to day operations of the local detention reform initiative.

#### **Tasks**

1. Work with local JDAI stakeholders to prepare and submit quarterly and annual reports to Indiana Statewide JDAI Coordinator and the Annie E. Casey Foundation.
2. Prepare meeting minutes and budgets.
3. Convene and coordinate local level, and joint JDAI site meetings.
4. Coordinate analysis and planning for JDAI enhancement and site expansion.
5. Communicate regularly and meet periodically with the state JDAI Coordinator.
6. Communicate regularly with the JDAI Statewide Expansion Team and Annie E. Casey Foundation for a variety of purposes, particularly related to technical assistance planning and delivery.
7. Communicate regularly and meet periodically with other local JDAI coordinators.

### **Principal Responsibility C**

Provide assistance, information, resources, and joint site coordination to the local JDAI stakeholder groups.

#### **Tasks**

1. Assist local JDAI Stakeholders in the implementation of the eight core JDAI strategies.
2. Provide, coordinate, and schedule technical assistance for local JDAI site meetings..

3. Convene and coordinate local level, and joint JDAI site meetings.
4. Provide local data and other information to Statewide JDAI Coordinator.
5. Coordinate model site visits, conference travel, and other travel as necessary for local JDAI stakeholders.
6. Coordinate the development of common materials and instruments where applicable.
7. Build interest and momentum among local JDAI stakeholders.
8. Identify detention alternatives and detention reform best practices.
9. Participate in regular, ongoing, and annual site visits and progress evaluations in partnership with the Annie E. Casey Foundation TA Team Leader and Statewide JDAI Coordinator.

### **Principal Responsibility D**

In partnership with the Statewide JDAI Expansion Team and the Annie E. Casey Foundation develop plans for local expansion and sustainability of initiatives beyond the initial three year period.

#### **Tasks**

1. Coordinate analysis and planning for JDAI enhancement and site expansion.
2. Identify future funding sources and plan for sustainability.

### **Principal Responsibility E**

Advocate on behalf of the state and local initiatives among multiple stakeholders.

#### **Tasks**

1. Build interest and momentum among local JDAI stakeholders.
2. Educate the public and other stakeholders regarding DMC and detention reform.

### **Principal Responsibility F**

Report and/or serve as a liaison to Statewide JDAI Expansion Team, Annie E. Casey Foundation, and the local community.

#### **Tasks**

1. Prepare quarterly and annual reports to the State and the Annie E. Casey Foundation.
2. Communicate regularly and meet periodically with the state JDAI Coordinator.
3. Communicate regularly with the Annie E. Casey Foundation, as required.
4. Attend monthly JDAI Statewide Expansion meetings and/or conference calls to report progress.

### **Principal Responsibility G**

Work on legislative issues relative to JDAI and detention reform.

#### **Tasks**

1. Identify appropriate opportunities in which current or proposed legislation can benefit DMC reduction and/or detention reform.

### **Principal Responsibility H**

Increase knowledge of and competence in juvenile detention reform.

#### **Tasks**

1. Attend JDAI conferences, trainings, and local coordinators' meetings.

### **REQUIREMENTS: Successful candidates will have the following experience and qualities:**

- Management of projects, programs and/or large initiatives
- Advanced analytical, writing and verbal presentation skills
- Ability to organize tasks, manage time and prioritize projects
- Leadership skills and ability to work collaboratively and respectfully with a variety of people and groups