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 **JOB DESCRIPTION**

**Job Title: Restitution Crew Supervisor**

**Department: Restitution/Community Service Work Program**

**Reports To: Restitution Program Manager**

**FLSA Status: Non-Exempt**

**Salary Range: $15.00-$16.24 per hour**

 **(Part-time benefits include Sick-time and Flexible Schedule**

**Driving Requirements: Minimal**

**Management: Non- Supervisory Responsibility**

***JOB SUMMARY:***

Supervise work crews of juvenile offenders, assist in labor tasks, upkeep documentation as needed, communicated and collaborate with other staff and agencies, drive vans and use trailers, and manage and redirect youth behaviors.

***ESSENTIAL JOB FUNCTIONS:***

* Supervision of work crews in compliance with Partners Training Material for safety assurance and security (also see safety procedures and child labor laws description)
* Keep clients safe
* Perform searches on youth and property
* Work includes cleaning and maintaining ditches, basic yard work, vehicle/trailer/tool maintenance, etc.
* Manage/redirect behaviors of the youth and complete incident reports as needed
* Requires driving vans and pulling/backing trailers and transporting youth
* Communicate effectively with other staff members, homeowners, and collaborative agencies
* Check phone messages, emails and mailbox daily
* Attend weekly staff meetings and program meetings as required
* Complete jobs as needed/directed by Restitution and Community Service Manager
* Willingness to complete jobs when youth unavailable
* Participate in facilitation of classes provided to clients (including, but not limited to: Victim Empathy/Botvin/Rethinking Substances), as well as assist in providing requested statistics for grant purposes (as schedule permits)
* Assist with fundraisers and other business for the betterment of the entire Partners Program
* Maintain safety and compliance of child labor laws

***MINIMUM QUALIFICATIONS REQUIRED:***

**Education and Experience:**

Preferred experience with landscaping, tool maintenance and customer service. Desire to work with related community agencies and juvenile clientele.

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Strong organizational skills, time management, and attention to detail

Pass background check that includes motor vehicle, criminal history and child abuse; must possess driver’s license and insurance; submit to drug screening.

Must be at least 20 years old; must have the desire, dedication, and patience to work with youth offenders.

***PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:***

This position requires standing, stooping, sitting, bending, twisting, and lifting up to 25 pounds.

Work is generally confined to an outdoor environment with driving responsibilities.

***INTERESTED APPLICANTS***: Please submit cover letter, resume, application, and three references via mail/email to:

 Mesa County Partners, Inc.

 c/o Victoria Hildebrand, Finance and HR Manager

 1169 Colorado Avenue

 Grand Junction, CO 81501

 vhildebrand@mesapartners.org

 Partners applications can be found at mesapartners.org