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| Missoula County Logo | **MISSOULA COUNTY** **invites applications for the position of:**  **Just Response Coordinator** |

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| **SALARY:** | $22.76 Hourly |
| **DEPARTMENT:** | Community Justice Department |
| **OPENING DATE:** | 08/09/21 |
| **CLOSING DATE:** | 08/23/21 05:00 PM |
| **BARGAINING UNIT:** | MFPE-Federation of Missoula County Employees |
| **WORK SITE:** | Missoula |
| **SCHEDULING/HOURS OF WORK:** | Full time Monday through Friday |
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| **TO APPLY:**   * **Please complete all sections of the online application, even if a resume is submitted/requested.** * **Please include with your completed application: college transcripts (unofficial are accepted), a letter of interest, and a resume.** * **Incomplete applications may be disqualified.** * **Complete job description available upon request to the Department of Human Resources.**   **DEFINITION:** Coordinates program and policy implementation, provides training and support, and researches and evaluates solutions for improving Missoula County’s response to interpersonal violence, including relationship and sexual violence, human trafficking, stalking, and child abuse for the Community Justice Department. | |
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| **REPRESENTATIVE EXAMPLES OF WORK:** Coordinates the development, implementation, and evaluation of Just Response (JR) initiatives and activities. Collaborates with First Step (Missoula’s Child Advocacy Center) and key justice system and community partners serving victims of violent crime to accomplish goals and objectives of the Just Response teams. Serves as a subject matter expert in victim services best practices. Researches, implements, and evaluates best practices to identified problems within the justice system. Recommends program, policy, and procedural changes based on analyses. Develops, coordinates, and administers programs and strategies to improve the response to interpersonal violence. Identifies and provides training in current best practices. Implements and supports system-wide training, conferences, workshops, and the dissemination of national webinars. Provides technical support for partners in training and policy development to target the intervention of sexual, relationship, and family violence. Fosters positive working relationships and support for first responders working with victims of interpersonal violent crime. Supports team building and problem solving. Identifies and resolves partner agency needs and provides research and evaluation to support these initiatives. Develops work plans, implementation goals, and priorities. Organizes, prepares agendas, and leads many JR project implementation meetings. Initiates collaborative strategies in response to identified community needs. Researches, analyzes, and synthesizes information and data; and prepares written materials for educational, promotional, project proposals and public awareness purposes. Assists with development of outreach materials such as brochures, handouts, and pamphlets. Promotes the use of available resources by justice system and community organizations, and the media. Prepares program reports including for the grant funders, JR partners and Advisory Board and the Missoula County Criminal Justice Coordinating Council. Studies and develops methods to coordinate the availability and development of resources, facilities and services that are required for JR initiatives. Stays informed of program development initiatives, state, and federal funding opportunities. Assists the program manager to compile statistical and narrative information for required program reports and grant applications. Assists in researching and applying for grant opportunities.Completes reports as required. | |
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| **MINIMUM QUALIFICATIONS:** Requires a bachelor’s degree. Degrees best suited to this position are criminal justice, criminology, public administration, communications, human services, social work, or related fields of study. Completion of specialized advocacy training (e.g., YWCA or Crime Victim Advocate or training in another recognized advocacy program) desired. Master’s degree desired. Requires two years of experience organizing community programs or working with community-based organizations. Experience in one or more of the following areas is desired: work in the criminal justice system; policy or program implementation; policy or program evaluation; social-science research; and providing victim services. **SPECIAL REQUIREMENTS**: Must be able to pass a criminal background check conducted by the Missoula County Sheriff’s Department. | |
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| **PHYSICAL/ENVIRONMENTAL DEMANDS:** The work is commonly performed in an office or meeting facility setting and requires little physical activity. Requires occasional light lifting (up to 20 lbs).  Requires attendance at off-site meetings that may require travel in adverse weather conditions. Requires attendance at meetings outside of regular business hours. | |

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| APPLICATIONS MAY BE FILED ONLINE AT: https://www.governmentjobs.com/careers/missoulacounty/  200 W Broadway Missoula, MT 59802 406-258-4874  [gbrown@missoulacounty.us](mailto:gbrown@missoulacounty.us) | Position #2020-00262 JUST RESPONSE COORDINATOR |