

## ANCHORAGE YOUTH COURT PEER NAVIGATOR JOB DESCRIPTION

**Location:** Anchorage Youth Court Office, 838 W. 4<sup>th</sup> Avenue

**Salary and hours:** Part time - 25 hrs. wk., \$27 per hr. Monday through Thursday

**Reports to:** Executive Director

**Qualifications:** 2 years lived experience and ability to obtain peer certification within 6 months of hire. Experience working with adolescents and strong computer skills preferred. Good organization, communication, public relations and telephone skills. Work independently, yet take direction as needed. Function effectively under pressure, maintain a positive attitude, meet deadlines, detail oriented. Competent use of Word, Excel, File Maker. Submit resume, application and undergo background investigation. Non-smoking office.

### **Responsibilities/Duties**

**Program: Ensure success of members and clients / defendants through providing appropriate, full court coverage, educational opportunities and recording member activities to provide effective representation for all Anchorage Youth Court defendants.**

#### Client / Defendant

- Manage and coordinate defendant court appearances and resulting records:
  - Serve as liaison between member, defendant, parent and other youth court staff. Listen actively and problem solve defendant / parent concerns about youth court
  - Accurately record and maintain defendant records of court appearance, fee paid, parent participation, and sentence progress/completion
  - To ensure defendant success, provide information to Juvenile Probation Officers weekly and as needed
- Work with community partners to maintain up-to-date list of defendant community work service opportunities with assistance from Executive Director and youth members
  - Identify and communicate with new organization partners to provide sentencing completion opportunities
  - Identify and share support resource information with families
- Act as point of contact for defendants and their parents/guardians throughout their youth court experience:
  - Inform defendant of court date and AYC requirements
  - Prepare defendant prior to court appearance, answer defendant and parent general questions about court
  - Assist defendants in finding appropriate and rewarding community work service placements
  - Assist youth in completing all necessary paperwork, follow-up, acquiring necessary documents and assuring all questions are answered and responded to

#### General Duties:

- Work in collaboration with case coordinator to maintain grant and data requirements that include but not limited to:
  - Collect defendant & parent surveys for quarterly reports, Maintain AYC database of defendant demographic and completion data, Prepare and give executive director defendant and court statistics for quarterly reports

- Act as a role model for people living in recovery and those returning to the community after incarceration
- Participate in the following
  - Staff meetings
  - Monthly AYC bar association meetings (school year only)
  - AYC special events, such as holiday party, annual picnic, etc.
  - Meet with Juvenile Intake Officers and Restitution Center every 6 weeks
  - Swearing-in ceremony & reception - help as needed, introducing case process, etc.

**Public Relations:**

- Communicate effectively and regularly with students, parents and others to strengthen established relationships and secure new relationships to ensure involvement & long-term commitment
- Prepare case and activity appreciation awards for students
- Seek and include volunteers' ideas, documenting instances of successful implementation

**Work ethic**

- Finish assignments completely, accurately and promptly
- Work independently, meeting deadlines
- Exercise good judgment based on appropriate information
- Arrive to work on time and maintain regular attendance
- Work cooperatively with staff, members and others
- Utilize personal development opportunities

**If interested, please contact Alysyn Thibault, Anchorage Youth Court Executive Director**

- **Include a cover letter, resume, and references**
  - **907-274-5986**
  - **athibault@anchorageyouthcourt.org**

*The Anchorage Youth Court does not discriminate against any person on the basis of race, color, religion, national origin, age, sex, gender identity, sexual orientation, ancestry, religion, marital status, change in marital status, pregnancy or parenthood or a qualified individual with a disability.*