



Grant-Funded Consulting Position Announcement

LIST Statewide Coordinator

OPEN AND COMPETITIVE

Deadline- August 2, 2024

The Connecticut Youth Services Association (CYSA) invites qualified candidates to apply for the newly created, grant-funded consulting role of [Local Interagency Service Teams \(LIST\)](#) Statewide Coordinator. This is a full-time contractual (non-employee) position with an annual compensation up to \$80,000 dependent on experience. This consulting role does not include any benefits.

A letter of interest and resume must be submitted by the close of business to assistant@ctyouthservices.org by **Friday August 2, 2024**.

Summary: The Connecticut Youth Services Association (CYSA) leads, strengthens, supports and advocates on behalf of a unified network of Youth Service Bureaus (YSB) dedicated to the well-being of Connecticut's youth and families. CYSA is seeking qualified candidates to apply for the full-time contractual role of Local Interagency Service Teams (LIST) Statewide Coordinator. This role will provide necessary leadership and support to each of the 11 LIST Lead Organizations (LLOs) to ensure statewide and community-level consistency and adherence to Judicial Branch requirements.

Scope of Work:

- Act as the statewide coordinator for all CYSA funded LIST Lead Organizations and the overall LIST process.
- Facilitate cross-LIST communication and share best practices between LISTs.
- Help create a standardized method of parent engagement and measurement of engagement.
- Work with parent advocacy groups to increase parent engagement and involvement at LIST tables.
- Facilitate opportunities for training needs within or across LISTs.
- Collect and analyze LIST data.
- Act as a centralized contact to request local and statewide data.
- Establish standardized methods of raising community awareness of the needs of youth and families being served in the Juvenile Justice (JJ) system or at risk of justice involvement.
- Support LISTs in efforts to collaborate with stakeholders both locally and statewide.
- Assist LISTs in conducting new or analyzing existing community needs assessments for justice involved or at-risk youth.
- Partner and collaborate with other state, local or advocacy agencies and organizations to work towards promoting prevention, intervention, and effective treatment for youth and families.
- Support LISTs in identifying specific needs to their district and communities.
- Focus on supporting key initiatives including school-based arrest reduction, truancy reduction, increase in the use of diversion and disproportionate minority contact (DMC) reduction.
- Support LISTs in effective group facilitation and positive leadership practices (facilitative leadership).
- Provide technical assistance on how best to use and analyze data.
- Assist LISTs in identifying gaps in services in their district.
- Support LISTs in cultivating partners and stakeholders to advocate at a policy level.

- Collaborate with parent advocacy organizations and support LISTs in creating relationships with those organizations.
- Develop best practices for LISTs statewide
- Serve as the point person to JBCSSD for the LIST process along with CYSA as the fiduciary.
- Provide oversight of the LIST data collection, and performance outcomes.
- Manage and coordinate all aspects of the LIST process.
- Ensure that all LISTs adhere to the same policies, guidelines, terms and conditions, and directives from JBCSSD that the Lead Entity is held to.
- Facilitate the development of an annual workplan and budget for each of the LISTs for submission to JBCSSD management for review and approval.
- Submit an annual report to JBCSSD management on the LIST projects implemented and outcomes achieved for the year and assist with required quarterly reports.
- Attend all LIST meetings throughout the awarded regions to ensure they adhere to the goals and objectives as stated on the LISTs workplans.
- Maintain a system for sharing of information, ideas, opportunities between all LISTs.
- Attend monthly Juvenile Justice Policy and Oversight Committee meetings.
- Review the annual budget and work plans of the LISTs.
- Support the LISTs in learning about local resources, in engaging partners not currently at the table, in collaborating with stakeholders both locally and statewide, in identifying specific needs of the LISTs including training needs related to gender, specific interventions, trauma services, family engagement and more.
- Assist the LISTs by identifying specific needs in their region and towns, with agenda setting and prioritizing so meetings are goal and objective oriented.
- Other duties as necessary and assigned.

Required Skills and Experience:

- Bachelor's degree in a related field (criminal justice, social work, human services)
- Minimum of 3 years working with youth and/or the juvenile justice system.
- Strong meeting facilitation, training and coordination experience.
- Knowledge of the juvenile court process.
- Ability to cultivate relationships with justice related agencies and stakeholders.
- Knowledge and understanding of the legislative process.
- Ability to analyze, interpret and effectively communicate data.
- Experience with preparing and presenting reports.
- Strong communication and organizational skills.

Location and Travel:

CYSA currently operates in a majority remote capacity. This position does include some travel within Connecticut. Reliable transportation is required.