Position Description
The National Council on Crime and Delinquency (NCCD) seeks a program associate to serve on the social services team. The individual in this position will provide extensive support to project managers in implementing Structured Decision Making® (SDM) assessment systems through remote and onsite work, which involves extensive travel. This includes but is not limited to assessment customization, workgroup facilitation, training, case reading, presentation of implementation findings/recommendations, report writing, and other technical assistance. Knowledge of child welfare and/or related social service systems and interest in working to effect system change is preferred.

Major Duties and Responsibilities

• Assist in developing and supporting new SDM® system projects through assessment customization, training, case reading, presentation of implementation findings/recommendations, and other technical assistance.

• Assist client sites in using NCCD web technologies such as WebSDM (for various populations), SafeMeasures®, etc. Assist in developing policy and procedure manuals, training curricula, presentations, literature reviews, and other materials.

• Work collaboratively with project team to produce deliverables. Work collaboratively with staff analysts in the production of data reports, and interpret report findings for clients.

• Keep project manager(s) regularly informed of work progress, schedule, and other relevant information.

Problem Solving/Critical Thinking
High level of critical/analytical/interpretive thinking and problem solving required. Must demonstrate the ability to work/think independently and execute assignments that reflect understanding of project task objectives. Need to budget time efficiently to work on multiple projects simultaneously and check regularly with supervisor to ensure that project tasks are completed within timeframes and meet conceptual objectives.

Knowledge/Skill Requirements
Bachelor’s or master’s degree in a field of study related to social sciences, human services, or public policy. Skills in group facilitation, team building, and customer relations preferred, as well as advanced written and verbal communication and organizational skills. Must demonstrate strong attention to detail.
Technical Skills
Proficiency in MS Office applications desired, including Outlook, Word, Excel, and PowerPoint. Use of remote-meeting technologies not required, but a plus.

Compensation and Benefits

- Competitive salary commensurate with experience.
- Generous benefits package, including medical, dental, flex plan, life insurance, 403b, and pension.
- Paid holiday, vacation, and sick leave.

Work schedule: Full-time position at 40 hours per week at NCCD’s Madison office. See what Madison offers to residents and visitors by watching this short video.

Salary: Based on experience. Applicants should include expected salary in cover letter.

To Apply
Please submit the following to SSPRecruitment@nccdglobal.org, including “SDM Program Associate” in the subject line:

- Resume
- Cover letter, including salary requirements

Organization
NCCD is a nonprofit social justice research organization that promotes just and equitable social systems for individuals, families, and communities through research, public policy, and practice. We envision a just society in which people are safe and supported in their communities and treated with dignity by the systems that serve them. For more than 100 years, our research has informed better system responses at all points of contact.

NCCD has three offices: Madison, WI; Oakland, CA; and Washington, DC. Our projects span jurisdictions across the United States, Canada, Australia, Bermuda, Taiwan, and Singapore. Please see our website for more information.

EEO Statement
We provide equal employment opportunities to all qualified applicants regardless of age, religion, sex, physical disability, medical condition, marital status, color, sexual orientation, race, national ancestry, or any other protected category.

Process
Application review will begin October 14, 2016, and continue until the position is filled. Applicants selected for an interview will be contacted within the month following receipt of their application.

Thank you!