Job Announcement

Briarpatch Youth Services Inc. is a private non-profit organization, providing youth development, outreach, counseling, shelter, and supervision services to over 2,000 youth annually.

Job Title: Program Specialist

Job Description: The individual in this part time position will perform a variety of duties in support of the Youth Restitution Program (YRP), the Intensive Supervision Program (ISP), and the Director of Finance. Job duties include data entry, compiling statistical reports for submission to the County, handling restitution payments, interaction with victims of juvenile crime, service provision for YRP clients, and being part of a vital, team-oriented effort to implement balanced and restorative justice.

Qualifications: Requires a high school diploma or G.E.D. and the equivalent of at least two (2) years of paid experience working in a human services setting. A college degree is preferred. Requires the ability to operate a Microsoft Windows based computer. Experience working with Excel is a plus. Requires a detail-oriented skill set with the ability to multi-task in an organized and flexible manner. Must have solid interpersonal skills. Experience working with a diverse cross section of people is important.

Duties and Responsibilities:
- Establish client and victim case files in a timely manner and ensure that information entered into the agency’s data base is complete and accurate.
- Compile statistics in accordance with County expectations.
- Monitor progress of court ordered youth as they complete community service and/or restitution obligations. This includes contacting residential treatment centers, conducting intakes, assisting clients with job searches and community service placements, collecting restitution payments, and keeping detailed case notes.
- Generate victim correspondence and allocate victim payments.
- Provide monthly reports to social workers and court personnel.
- Complete other duties on an as needed basis.

Compensation and Work Hours: Starting Wage is $14/hr. Part-time, 24 hours per week, Monday through Friday; occasional Saturdays, as needed.

Transportation: Reliable transportation is required.

To Apply: Please submit a resume with a cover letter by 12:00pm on Friday, December 9, 2016 to:

Briarpatch Youth Services, Inc.
ATTN: Dean C. Bossenbroek, YRP Coordinator
2720 Rimrock Road
Madison, Wisconsin 53713
or dean.bossenbroek@briarpatch.org

Briarpatch Youth Services, Inc. is an Affirmative Action/Equal Opportunity employer.