



## **POSITION ANNOUNCEMENT**

### **Reno, NV**

## **CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN JUVENILE AND FAMILY COURT SYSTEMS**

### **Site Manager**

#### **Child Welfare and Juvenile Law Program**

Application Deadline: December 8, 2023

**Starting Salary Range: \$62,000 - \$74,000 per annum, DOE**  
**FLSA Status: Exempt**

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization headquartered in Reno, NV, is seeking applications to fill the position of **Site Manager** for its **Child Welfare and Juvenile Law** program to build on the exceptional 86-year record of improving courts and systems practice and raising awareness of the core issues that touch the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. For an overview of the NCJFCJ's major initiatives, please go to [www.ncjfcj.org/about](http://www.ncjfcj.org/about).

The mission of the NCJFCJ is to provide all judges, courts, and related agencies involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. The NCJFCJ values staff who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting to achieve this mission.

The Child Welfare and Juvenile Law Program's multi-disciplinary and highly dedicated team directs its work on helping judges improve court and systems' handling of child abuse and neglect cases. The **Site Manager** position requires a unique blend of knowledge, skills, and abilities. The Site Manager will be required to build a substantial knowledge base around private and public funded projects that focus on improving court practice in juvenile justice cases; implement the principles of collaboration among court, agencies, and community; develop content expertise on issues common across system-involved children and families (e.g., trauma, substance abuse, etc.); and have experience and knowledge in the juvenile justice and dependency systems as well as tribal court systems. This position will work as a member of the broader project court team, as well as perform collaborative planning and decision making with other team members and projects across the organization.

***The selected candidate for this position will be expected to engage in a wide range of professional activities such as:***

- Observation, analysis, and documentation of court and systems' practice
- Meeting planning and implementation, including facilitating strategic planning and action planning with judges and other high level court stakeholders
- Preparation of technical assistance publications or articles
- Development and facilitation of judicial and multi-disciplinary training programs including workshops, symposia, and conferences
- Assisting with research and evaluation activities such as conducting focus groups or facilitating data collection via court observation or file reviews
- Collection and dissemination of court improvement information including court practices and protocols, legislation, and practice standards
- Guiding program activities and meeting high profile grant deliverables
- Grant and report writing
- Regular and ongoing communication with assigned courts, including lead judges and team members
- Supporting assigned courts, including site visits, trainings, and response to various technical assistance requests
- Work with other program staff to coordinate project efforts and technical assistance

***Strong emphasis is placed on the following experience and abilities:***

- Providing public presentations and/or on-site technical assistance to tribal and state courts
- Independent thinking and analytical skills, as well as a demonstrated ability to quickly synthesize complex information
- Writing policy briefs and papers
- Working collaboratively with partners and system representatives
- Substantial experience working with state court systems and/or tribal courts systems
- Experience and knowledge of juvenile justice, juvenile courts, juvenile probation, juvenile intake, juvenile treatment courts, social work, human services, case management are highly desirable

***The selected candidate for this position must:***

- Exhibit a high degree of professionalism and skill in interacting with project principals and colleagues, as well as members of the judiciary, other justice professionals, and the public
- Initiate, organize, and follow tasks through to completion
- Manage multiple tasks and multiple deadlines in a high-pressure, high-workload environment
- Be creative, plan strategically, implement team building, and solve problems
- Be comfortable with public speaking, including impromptu presentations on projects, the organization, emerging justice trends, etc.
- Be a highly motivated self-starter who is enthusiastic about social justice and system reform, and who is not easily discouraged

***The minimum requirements for this position include:***

- Undergraduate degree from an accredited four-year college or university and at least four years of experience in law, court systems, criminal justice, social work, psychology, communications, human development, substance use treatment; or an equivalent combination of education and experience in a relevant field; an advanced degree is preferred
- Computer literacy; familiarity with online training and meeting technologies preferred
- Excellent communication skills – both written and verbal; follow-through, attention to detail; diplomacy; and the ability to create and maintain efficient working relationships with co-workers, judges, child welfare and juvenile justice professionals, community stakeholders, and allied professionals
- Evening/weekend/holiday work may be required
- **Extensive travel is required**

**This full-time Site Manager position is located in Reno, Nevada.** Reno, the largest city in Northern Nevada, is nestled on the eastern slope of the Sierra Nevada Mountains and provides unlimited indoor and outdoor recreational activities. Spectacular Lake Tahoe and the world's largest concentration of ski facilities are all within a fifty-mile radius. Biking, camping, fishing, and mountain climbing are all activities Reno residents and visitors enjoy. For more information, please visit [www.washoecounty.gov](http://www.washoecounty.gov).

The successful candidate for this position must be able to travel to and relocate to Reno, Nevada. The NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

We are proud to invest in you and offer these special benefits to our team members:

- 13 paid holidays
- 403(b) retirement savings plan, with a 4% employer match
- Comprehensive insurance coverage, including medical, dental, and vision with 75% of the employee's premium paid by the NCJFCJ
- Term life insurance provided by NCJFCJ
- Strategic flexibility allowing for work/life balance
- 10 hours of annual leave per month/8 hours of sick leave per month
- Adjunct faculty status with the University of Nevada, Reno
- Education stipend/professional development opportunities
- Career longevity incentives (e.g., service awards and a deferred compensation plan)

If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

**FOR FULL CONSIDERATION, applicants must submit the following no later than December 8, 2023:**

- Tailored Letter of Interest
- Résumé or CV

*~ NCJFCJ is proud to be an Equal Opportunity Employer ~*

# NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

## SITE MANAGER

<b>Job Data</b>	<b>Pay Grade: PRO3</b> <b>FLSA Status: Exempt</b> <b>Reports To: Program Director</b> <b>Date: November 14, 2023</b>
<b>Job Summary</b>	<p>The Site Manager will serve as a liaison to various juvenile courts and will be responsible for guiding program activities and meeting high profile grant deliverables. This position will plan and implement meetings; facilitate strategic planning and action planning with judges and other high-level court stakeholders; develop and facilitate judicial and multi-disciplinary training programs; report writing; grant writing; communicate regularly with assigned courts, including lead judges and court team members; support assigned courts through on-site visits, trainings, and response to various technical assistance requests; and work with other program staff to coordinate project efforts and technical assistance. This position will work as a member of the broader project court team, as well as perform collaborative planning and decision-making with other staff and projects across the organization.</p>
<p><b><i>In the performance of their respective tasks and duties, all employees are expected to practice and apply the following principles:</i></b></p> <ul style="list-style-type: none"> <li>• Grasp broad overview of NCJFCJ and develop working knowledge of its programs and services</li> <li>• Follow organizational and departmental policies, procedures, protocols, and systems</li> <li>• Perform quality work, with or without direct supervision</li> <li>• Interact professionally and respectfully with all staff, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public</li> <li>• Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor</li> <li>• Work independently while understanding the necessity for communicating and coordinating work efforts with managers, staff, and other organizations</li> <li>• Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner</li> <li>• Be self-motivated and highly responsive to individuals, staff, members, and the organization</li> <li>• Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills</li> <li>• Approach work with a positive attitude, sense of humor, and energy</li> <li>• Willingness to continuously learn and be flexible</li> <li>• Use discretion in managing sensitive, proprietary, or confidential information</li> <li>• Be responsible stewards of the organization’s resources</li> </ul>	
<p><b>The following generally describes the essential functions, the minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</b></p>	
<b>Essential Functions Required</b>	<p><b><i>Essential functions and responsibilities may include, but are not limited to, the following:</i></b></p> <ul style="list-style-type: none"> <li>• Observation, analysis, and documentation of court and systems’ practice</li> <li>• Group or meeting facilitation</li> <li>• Preparation of technical assistance publications or articles</li> <li>• Grant and report writing</li> <li>• Development and facilitation of training, workshops, symposia, and conferences</li> <li>• Assisting with research and evaluation activities such as conducting focus groups or facilitating data collection via court observation or file reviews</li> <li>• Collection and dissemination of court improvement information including court practices and protocols, legislation, and practice standards</li> <li>• Other duties as assigned*</li> </ul>

## JOB DESCRIPTION SITE MANAGER

<p><b>Education and Work Experience</b></p>	<ul style="list-style-type: none"> <li>• Undergraduate degree from an accredited university (advanced degree preferred)</li> <li>• Four years' progressively responsible and practical experience in law, court systems, criminal justice, psychology, sociology, social work, organizational behavior, juvenile justice, or child welfare, or</li> <li>• Equivalent combination of education and experience in a relevant field</li> <li>• Experience in non-profit or grant-funded environment preferred</li> </ul>
<p><b>Knowledge, Skills, and Abilities (KSAs)</b></p>	<ul style="list-style-type: none"> <li>• Knowledgeable in issues relating to juvenile justice, child welfare, or juvenile law</li> <li>• Ability to initiate innovative methods in strategic planning</li> <li>• Demonstrated ability to quickly synthesize complex information</li> <li>• Public speaking and presentation skills</li> <li>• Knowledgeable in online training and meeting technology</li> <li>• Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (Word, Access, Excel, PowerPoint), Adobe Professional, database management programs, and/or design programs as needed</li> <li>• Ability to manage files and maintain records in compliance with recordkeeping policies</li> <li>• Strong, effective communication skills, both verbally and in writing, with emphasis on members of the judiciary, court and social service professionals, legislators, and national organizations</li> <li>• Ability to plan and carry work through to completion, with limited supervision, with accuracy and with strong emphasis on attention to detail</li> <li>• Able to comfortably manage multiple tasks, projects, and deadlines utilizing time management and organization skills</li> <li>• Knowledge of proper telephone and email practices and etiquette</li> <li>• Site Managers may be eligible for promotion to Senior level based upon performance after five years tenure in the Site Manager Position.</li> </ul>
<p><b>Physical Demands</b></p>	<ul style="list-style-type: none"> <li>• Extended periods of sitting</li> <li>• Extended use of desktop/laptop computer and peripheral equipment</li> <li>• Read and analyze fine print for extended periods</li> <li>• Occasional stooping, standing, carrying</li> <li>• Occasional lifting up to 50 lbs. (with assistance)</li> </ul> <p><b><i>The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></b></p>
<p><b>Work Environment</b></p>	<ul style="list-style-type: none"> <li>• Fast-paced, high-pressure, high-workload, professional office</li> <li>• Evening, weekend, holiday, and overtime work is required</li> <li>• Extensive travel, locally and nationally, is required</li> </ul>

***\*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.***