

## Job Description – Court & Criminal Justice Manager

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**Location:** Roca Baltimore

**FLSA Classification:** Exempt

### THE ORGANIZATION

Roca's mission is to disrupt the cycle of incarceration and poverty by helping young people transform their lives. Roca is humbled by the opportunity to launch and implement the organization's work in the City of Baltimore, serving young men ages 16-24 who are deeply involved in the criminal justice system. For 30 years, Roca has been working in Massachusetts with the deep belief that every young person – no matter how hurt, angry, or left out – matters; and with genuine convictions that every young person belongs and that each of the young people we are privileged to meet can succeed. With these beliefs, we have created a long-term Intervention Model, which helps young people who are at the highest risk of long-term incarceration and violence to build safe, stable, and hopeful lives. Our relentless model is focused on behavior change, helping young people develop critical skills, and using data to improve our work every day.

### THE OPPORTUNITY

Roca Baltimore is looking for a dynamic and experienced Court & Criminal Justice Manager to work in the courts and "behind the wall" in the juvenile and criminal justice systems of Maryland. The Court & Criminal Justice Manager will report to the Director of Youth Work & Crisis Intervention and work with the team to provide outreach, individual support, groups, and follow-up to young men incarcerated in the juvenile and criminal justice systems. This person will also provide a regular rotation in area courts to ensure communication with probation and court personnel and assist with court appearances and clearing warrants (when appropriate) in coordination with the team. This person will also do outreach and follow-up to appropriate criminal justice personnel and participate in meetings as assigned in partnership with the Director of Youth Work & Crisis Intervention.

### Responsibilities

- Understand, practice and promote the vision, mission, and values of the organization
- Program Implementation & Results
  - Meet new referrals who are incarcerated either in the juvenile or adult criminal justice systems in Maryland and assist with the referral to and transition into Roca
  - Meet with young people in the program who are arrested and incarcerated for short periods of time to stay in communication and help with re-entry planning
  - Provide on-going groups using Roca curriculum and peacemaking circles in 2-3 institutions weekly
  - With the Director and Youth Workers, provide oversight to court lists, ensure coverage and assistance at courts, and address any safety concerns
- Management, Leadership, and Continuous Improvement
  - Understand and assist others in understanding the court systems, court processes, etc.
  - With the Executive Director, Director, and Team, regularly review young men who are incarcerated, their specific issues and needs, and appropriately follow up

- Maintain constant communication with Director and other staff regarding court issues
- Partners and Networks
  - Work with the Executive Director and Director to identify and determine all appropriate community partners
  - Responsible for maintaining and tracking constant communication with key criminal justice and court partners for referral identification, on-going relationships, and crisis coordination and follow-up
  - At times represent Roca externally at partner meetings, functions, and committees as determined and coordinated with appropriate internal partners

**Qualifications**

The very nature of Roca’s work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is a good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in coaching and supporting coworkers. This person should have extensive knowledge of the court and criminal justice system, ability to facilitate groups, and strong communication skills.

**Roca expects candidates to have the following skills:**

- BA/Equivalent experience accepted – Minimum of 5+ years of direct service work with high risk populations, including group work
- Must have a minimum of 3 years of experience with the criminal justice and court systems
- Understanding of and experience working with high risk, multicultural, and diverse young people
- Strong oral and written communication skills
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Capacity for creative problem-solving, conflict resolution, and violence prevention
- Excellent at organizing, managing and completing multiple tasks simultaneously with thoroughness, accuracy, timeliness, and good humor.
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Ability to work as a part of a team
- Flexibility with work hours/schedule as needed for programming and participant needs
- Computer skills and timely data entry

**Requirements for the position:**

- Travel around the service area (including across the state to facilities as needed)
- Ability to be cleared to work “behind the wall” in state juvenile and adult criminal justice facilities
- Valid Maryland Driver’s License
- Willingness and ability to work outside of normal business hours, and on holidays and/or weekends as needed
- Strong attendance and high energy

**Roca is an Equal Opportunity/Affirmative Action Employer**