TO APPLY: Submit Missoula County online application by 5:00 p.m. Monday, July 22, 2019. This additional documentation must be attached to your on-line application which may require scanning: College Transcripts (unofficial accepted) and a Letter of Interest. Incomplete applications that do not contain this additional material may be disqualified. Pretrial Diversion Coordinator - Coordinates the Calibrate Program, Montana’s first formal prosecution-led pretrial diversion program, for the Missoula County Attorney’s Office (MCAO). Calibrate is a program that allows prosecutors to screen low-risk, first-time, non-violent offenders and “divert” them into a service-based, case management system offering supervision, addiction treatment, mental health services, and an educational component, all with significant cost savings. Funding is for a period of two-years, renewable pending additional funding. Complete job description available upon request to the Department of Human Resources.

**Minimum Qualifications**

Requires a bachelor’s degree. Degrees best suited for this position include criminology, criminal justice and sociology. Requires three years of experience working in a criminal justice setting. Requires one year of experience overseeing a program. Offender supervision experience desired.

**Special Requirements**

Successful applicant must pass a criminal background check.

**Representative Examples of Work**
Works with the MCAO to establish and oversee the Calibrate Program. Assists in the selection of an actuarial risk-need screening instrument, in consultation with the Center for Court Innovation, and trains other staff on the tools and other aspects of the program. Establishes and implements workflow for the program and will develop an operation manual in accord. Develops an in-house psychoeducational curriculum for diversion participants and develops written materials, including an informational form to be given to potential diversion participants and create a case plan/contract template. Oversees day to day operations of the program, working with diversion participants and community members to further the program goals. Collaborates with staff at the MCAO on individual cases. Collaborates with the Tribal Defender’s Office, Confederated Salish and Kootenai Tribes to best meet the needs of Native American diversion participants. Administers risk and needs assessments for diversion participants and makes recommendations for placement or non-placement in the program. Supervises diversion participants, develops individualized case plans/contracts, refers diversion participants to appropriate services, and informs the prosecutor regarding diversion participants’ compliance. Identifies service providers who provide affordable, accessible services to meet the needs of diversion participants. Develops and maintains positive working relationships with program providers and resources and meets with community agencies to determine suitable services available to diversion participants. Collects, analyzes, synthesizes and reports program data, and makes data-driven recommendations for improvement. Keeps statistical records including the types of alleged crimes committed, the types of violations that occur, and the outcome of each case. Maintains records regarding interactions with diversion participants and/or collateral contacts. Investigates alleged violations. Submits a quarterly report to the County Attorney. Works with the Grants Administrator and CJCC Manager to seek and support funding sources for continuation of the program.

**Physical/Environmental Demands**

The work is commonly performed in an office setting and meeting rooms. Requires occasional light lifting (up to 20 lbs.). The work may require attendance at meetings before and after normal work hours, including weekends. May require occasional travel out-of-town for meetings or training.
**Additional Required Information**

Supplemental information may be required with your application for this position. Check the TO APPLY section of this job posting to see what documents may be required. All required documents must be attached before you submit this application. THIS MAY REQUIRE THAT YOU SCAN THOSE DOCUMENTS SO THEY CAN BE ATTACHED HERE.

**To Apply**

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**To Apply:** [Visit Our Online Application](#)