



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: Sept. 2009. End dates are flexible.

Length of Term: 12 months of service. 300 hours total.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Application Deadline: Open until filled.

Position Title: Community Liaison (3 positions)

Project Sponsor: Seattle City Attorney's Office, Community problem Solving Justice Initiatives and Community Court (<http://seattle.gov/law/>)

Sponsoring Organization's Mission: The mission of the Seattle City Attorney's Office is to deliver outstanding legal services to the City of Seattle by providing sound legal advice to City officials to help them achieve their goals, representing the City in litigation, and protecting public health, safety and welfare by effectively prosecuting violations of City criminal and civil ordinances.

Project Location: 700 5TH Avenue #5350, Seattle, Washington 98124

Transportation Information: An agency vehicle is available for transporting members during the day for program activities. Our office is in the downtown core, where there is close, easy access to buses and trains.

Position Summary: The Seattle City Attorney's Office sponsors Community Problem-Solving Initiatives to reduce crime and increase the quality of life in neighborhoods most impacted by crime through innovative approaches and programs. The Community Court program gives non-violent, low-level defendants the opportunity to give back to the community where their offenses occurred. The Community Liaison provides support to low level, misdemeanor offenders through resources that reduce crime, recidivism and re-arrest among misdemeanor defendants by providing support in meeting court sanctions, specifically linkages with resources to help them to break the cycle of crime.

General Responsibilities (to include, but not limited to):

1. Provide direct support to misdemeanor defendants being released from jail in meeting sanctions of alternative sentencing program.
2. Support court-ordered social services linkages; facilitate resources for defendants to receive the help they need to stop their cycle of crime.
3. Assist service providers in supporting participant success.
4. Support and schedule service providers in providing community service activities and social services to program participants, as needed.
5. Monitor and record compliance among participants in meeting court obligations.
6. Develop, enter, record, and aggregate data to promote program sustainability and outcomes measurements.
7. Recruit and support program volunteers in supporting program activities: Engage volunteers to serve on the Community Advisory Board, neighborhood based taskforces and help with community service activities.
8. Engage and support program partners to support participant in becoming successful.
9. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
10. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
11. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Must be at least 18 years of age.
2. U.S. citizen, national or lawful permanent resident.
3. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
4. Ability to commit to the full term of service for which they are applying.
5. Submit to a criminal history background check and National Sex Offender Registry search.
6. Regular and reliable attendance.
7. An interest in, passion for and commitment to promoting social justice
8. Must pass the Seattle City Attorney's criminal history check (referencing local, state and national history).
9. Basic computer skills, standard proficiency in Word and Excel
10. Ability and willingness to communicate with diverse populations.

11. Organized and dependable, to complete multiple tasks.
12. Ability to maintain confidentiality.

Preferred Qualifications:

1. Valid driver's license.
2. Clean driving record.
3. English speaking is sufficient; however, other languages are helpful.
4. Ability to work independently and as part of a team.
5. Strong leadership skills.
6. Self-starter/strong self-initiative.
7. Interest in taking on new leadership challenges, with patience and understanding of working within the court system.
8. Willingness to build and practice public speaking skills.
9. Ability to maintain accurate case files.
10. Interest in and ability to establish effective working relationships with court staff, prosecutors and defense attorneys.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,000. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable).
- Practicum Credit.
- Training and Development in criminal justice system policy and procedures.

How to apply:

Steps 1 - Email your résumé to links.recruitment@esd112.org and to stephanie.tschida@seattle.gov.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking "Applications" under the "My AmeriCorps" menu.
3. To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **LINKS**.
4. Select the position listing and click "Apply Now" at the bottom of the page.

Questions about the project? Contact: Stephanie Tschida, Community Court Grant Manager, Seattle City Attorney's Office, Public and Community Safety Division, PO Box 94667, Seattle WA 98121-4667. Stephanie.tschida@seattle.gov.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

Erika Johnson

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.

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www.esd112.org/links