



Title: Community Service Crew Leader
Program: Hartford Community Court

Seeking a motivated individual with a positive attitude, excellent interpersonal skills, and strong work ethic for this position which entails supervising Community Service Field Supervisors. The successful candidate should enjoy working in a fast paced, multi-cultural environment. The ideal candidate should have a two-year degree in the field of Social Services or Criminal Justice and demonstrated supervisory experience. Relevant experience may be substituted for education requirements. Candidate should be able to multi-task and prioritize while maintaining a professional and courteous presence. Candidate should have strong verbal and written communication skills. Candidate should be able to identify problems, and efficiently implement appropriate solutions. Candidates must be able to coach and motivate staff-while providing direction. Must have valid CT driver's license and clean driving record. Attention to detail is a must. Bilingual skills (English/Spanish) desirable

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Supports mission of CPA and Hartford Community Court by appropriately prioritizing in response to changing trends.
- Assist in the development of Community Service projects.
- Understand and adhere to policies and procedures of both Community Partners in Action and the Hartford Community Court.
- Assist in hiring, training, development and termination of staff.
- Supervise and provide guidance, direction and feedback to Field Supervisors and clients at worksites. Ensure adherence to CPA policies and procedures.
- Responsible for the coordination and scheduling of clients for community service projects.
- On a daily basis, ensure that all data related to case management activities, tracking, and recording of Community Service performance is captured in accordance with appropriate CSSD regulations, policies and protocols. Perform clerical duties as necessary to include filing and answering phones.
- Provide programmatic and statistical reports as required.
- Serve as a positive role model following program guidelines for professional conduct and code of ethics; maintain a professional image and boundaries at all times when interacting with staff, clients, court personnel or answering phones
- Assist in the facilitation of regular team building exercises with staff.
- Recognize staff and positively reinforce desired behavior of staff and clients at every opportunity.
- Remain constantly alert for any situation that may jeopardize the safety of staff and clients.
- Assess transportation, insurance and equipment needs
- Ensure fleet vehicles are maintained regularly and in safe operating condition.
- Coordinate transportation of client meals.
- Assist clients as needed.
- Participate in related workshops, trainings, and panels to enhance visibility of agency.
- Promote the benefits of the performance of Community Service to community-based agencies.

- Order and manage office supplies, and operate all standard office equipment
- Engage in all staff meetings
- Perform all other duties as required

Fax: 860-967-3280

E-mail: jobs@cpa-ct.org (MS Word documents only)

ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED

All internal candidates must submit an Internal Job Application signed by their Program Manager