



AmeriCorps Member Position Description

Member Position / Title:

Program Development and Evaluation Coordinator

of Member Slots in this Position:

1

Member Immediate Supervisor

Max Lurye

Name: Days / Hours of Service:

Monday - Friday, 9-5. Members will be asked to cover a weekend shift once a month.

Member Immediate Supervisor Title:

Supervisor of client services division

Partner Organization Name:

Orleans Public Defenders

Address: 2601 Tulane Avenue, Suite 700

City: NO, **LA Zip Code:** 70119

Website:

www.opdla.org

Organization/Agency Mission and/or Goals: The mission of the Orleans Public Defenders Office (OPD) is to fight for our clients by providing excellent client-centered representation, reforming the system and partnering with the community.

Program Mission and/or Goals: The Orleans Public Defenders Office provides holistic, community-based representation for all indigent criminal defendants in Orleans Parish. Corps members will work within the Client Services Division (CSD) at OPD. CSD provides a broad range of services to mitigate the significant consequences of incarceration and/or arrest on the individual, the families affected and the community as a whole-as well as to connect clients with services to prevent future contact with the criminal justice system.

Community Need:

The Orleans Public Defenders Office provides holistic, community-based representation for all indigent criminal defendants in Orleans Parish. Corps members will work within the Client Services Division (CSD) at OPD. CSD provides a broad range of services to mitigate the significant consequences of incarceration and/or arrest on the individual, the families affected, and the community as a whole-as well as to connect clients with services to prevent future contact with the criminal justice system. Clients that need specific attention and assistance are those who suffer from unemployment, homelessness, substance abuse, mental illness and those who have general medical concerns. They are both disproportionately represented among our clients and the most vulnerable to unjust outcomes in the criminal justice system.

Member Position Summary:

Program Development and Evaluation Coordinator will work within the Client Services Division (CSD) to provide unique and individualized services to clients and alternatives to incarceration. The Corps member will be required to pursue his or her own community outreach project, the exact nature of which will be developed based on individual strengths of the Corps member and the results of the needs assessments conducted by the Corps member. These needs assessments will evaluate and assess clients that experienced

or are experiencing incarceration. Information gathered through needs assessments will be used to advocate for clients to be released by linking them to social services and used to inform community partners around the city. Some examples of these projects include: coordinating the implementation of a group meeting series for mothers of incarcerated youth, specializing in probation services, specializing in bond advocacy, and the coordination of an education diversion program in collaboration with OPD attorneys and other CSD members.

Member Impact: We anticipate this Corps member providing alternatives to incarceration for between 100 and 200 individuals. Alternatives include referral/resource coordination, health education through direct service provision and indirect service by engaging community organizations and service providers. Corps members will have the opportunity to educate outside organizations about how to serve individuals involved in the criminal justice system in a more informed manner. Case management and referral service will improve continuity of care between service providers throughout the region, the jail system and reentry into the community. These interventions increase the availability of medically necessary treatment to clients, decrease the trauma of incarceration and create a healthier community that may prevent future crime. The Corps member will also create space for healing and recovery in the midst of a process that is typically highly disruptive to lives and communities. Corps members must be prepared to track and report relevant information

Essential Functions of Position:

- Strengthen relationship between OPD and community service providers
- Work within the community to expand the capacity of OPD for advocacy and alternatives to incarceration
- Provide linkage to service providers and intensive casework services to clients
- Develop ways to track and evaluate program performance and client outcomes
- Report client demographic and outcome data to gain further investment by community service providers

Required Knowledge, Skills, and Abilities

- Be a team player who can collaborate well with others
 - Be able to follow clear instructions and meet deadlines
 - Have the self-confidence and initiative to propose new projects and/or alternative ways to improve the development and implementation of current projects
 - Be comfortable visiting jail and speaking to clients
 - Be responsive to supervision
 - Be respectful of our client population who are poor and disproportionately people of color
 - Be an effective communicator who can clearly articulate ideas, problems and solutions
 - Possess good writing, verbal, and research skills
 - Be resourceful in tackling issues from multiple angles and viewpoints
 - Be able to work in a high-paced office juggling multiple responsibilities with sometimes short deadlines
- Be willing to put in the necessary hours (which sometimes means working after 5:30pm or coming in on a weekend) to complete a project, assist a client, or meet a deadline

Program Development and Evaluation Coordinator must have a high school diploma, with a college degree preferred. Previous education or experience in the legal or medical fields would be helpful but certainly not required. All Corps members should have a good working knowledge of various software programs, including but not limited to Microsoft Word, Excel, Outlook; Google Documents and PDFs, as well as being comfortable and adept at learning new software programs such as OPD's case management system, the Sheriff's data management system, etc

Required Academic and Experience Qualifications: Program Development and Evaluation Coordinator must have a high school diploma, with a college degree preferred. Previous education or experience in the legal or medical fields would be helpful but certainly not required.

Required Transportation Needs:

While not required, it is preferred if a member has access to a vehicle.