

## **FAMILY LEAGUE OF BALTIMORE CITY JOB DESCRIPTION**

### **DMC COORDINATOR**

**Project Description:** The Baltimore City Disproportionate Minority Confinement (DMC) Reduction Initiative is designed to reduce racial disparities in the local juvenile justice system. Adopting the data-driven model of the W. Haywood Burns Institute (BI), an Advisory Board of both traditional and nontraditional stakeholders works to identify and modify system policies and practices that contribute to the disproportionate representation of Baltimore City African-American youth in the system, specifically the secure detention point.

**Position Description:** The DMC Coordinator (Coordinator) staffs and coordinates all activities of the DMC Advisory Board and its workgroups. The Coordinator plays a key role in cultivating working partnerships between judges and masters; law enforcement; prosecutors and public defenders; DJS probation and intake; school officials; community groups and service providers; parents and youth. Also collaborates with members of the Baltimore City Juvenile Detention Alternatives Initiative (JDAI) by integrating DMC into other system reform strategies (detention alternatives, case processing and confinement conditions). Serves as the liaison between the Advisory Board, BI, the JDAI Executive Committee and the Family League.

#### **Major Duties and Responsibilities:**

##### Data Collection & Analysis

- Collect and prepare monthly snapshot analyses of the detention population at identified detention facilities
- Regularly collect and prepare data analyses on detained youth at various points of the juvenile justice system such as detention, court, and other placement decisions
- Provide quarterly and annual data to the BI on Baltimore City detention admissions and other trends

##### Project Administration

- Prepare and present Board Members with updates on special assignments and workgroup activities
- Report regularly to the DMC Advisory Board Co-Chairs, the DMC Steering Committee and BI staff for technical assistance, strategic planning and troubleshooting
- Coordinate monthly and special meetings of the DMC Advisory Board and Steering Committee, and ensure that meetings are recorded and meeting minutes are distributed in a timely manner
- Assist in developing DMC materials for the FLBC website, the BI websites and the JDAI e-newsletter
- Assist the FLBC Youth Development Director with identifying and securing additional grant funding for DMC project continuation and expansions
- Provide written progress reports to grant funding sources, and attend required meetings and special events as required by funding sources

##### Activity Coordination

- Serve as lead staff working with contracted vendor of the PACT Center detention alternative model to oversee program implementation, secure required technical assistance, and coordinate juvenile referrals with probation and community detention staff

- Conduct DMC Education workshops in identified target communities with parents, community-based service providers, neighborhood associations, faith-based initiatives, etc.
- Conduct DMC Training with identified traditional stakeholders such as local agency staff, community-based service providers, etc.
- Conduct full community inventories for Baltimore City geographic areas that contribute most to secure detention and other identified juvenile populations

#### Establishing DMC Connections

- Facilitate DMC dialogues between the DMC Advisory Board, JDAI stakeholders and community members regarding the resource needs to reduce DMC, and to engage community in all aspects of detention reform.
- Prepare and assist the Board Co-Chairs to present DMC reports and other presentations at JDAI Executive Committee Meetings and Retreats
- Attend and participate in scheduled Case Processing and Detention Alternatives Committee, and work closely with DMC Board members who are engaged in the Confinement Conditions Committee work
- Represent DMC in the local JDAI delegation at Annie E. Casey conferences and meetings
- Participate in FLBC's Youth Development Committee meetings and its partner projects, such as the Gang Intervention Initiative, Functional Family Therapy, Community Services Grants Program, etc to integrate broader youth strategies with DMC reduction strategies