

Position Details

Position Title: Youth Care Coordinator	Exempt Status: Exempt
Employment Status: Fulltime Reports to: Co-Executive Director Operations & Programs Work Location: • TJP Hybrid in office 4 days a week after introductory period : Number of Positions Seats: 2 Department/Grant:	Exempt • Meets 2026 Salary Min • Administrative • Professional



Job Description & Position Posting Youth Care Coordinator

About Transformative Justice Project

Our Mission: Transformative Justice Project of Colorado is on a mission to abolish the school-to-prison pipeline by dismantling systemic racism embedded in the existing institutions of education, mental health, and criminal injustice, while helping young people to develop the tools to define their own story.

Our Vision: We build a world where we keep kids in school and out of prison.

Core Values: Radical love, anti-racism, community, decolonizing/reindigenizing, collective healing

Founded in 2010 as the Colorado Juvenile Defender Center, we initially focused on legal defense. In 2023, we transformed into TJP and expanded our work to include Community Cares—our flagship program providing holistic, wraparound support to youth ages 10-25 who are navigating the legal system.

Through Community Cares, we offer decolonized mental health services, court advocacy, court accompaniment, transportation, resource navigation, and community connection. We don't just represent

youth in court—we walk alongside them through probation, school discipline, housing challenges, and the barriers that systems create.

We also work upstream through LYRIC (constitutional rights education), and Believe in Youth (record expungement and reintegration support).

TJP meets young people where they are—before, during, and after system contact—because we believe there are no bad kids, only unmet needs.

Position Summary: The Youth Care Coordinator is a full-time, exempt, regular position reporting to the Executive Director of Operations and Programs supports the organization's vision of keeping youth in school and out of prison by carrying out essential duties that promote advocacy, safety, and systemic change across education, mental health, and justice systems. This is a small and highly collaborative work environment. This role will work closely with Forensic Social Workers.

Essential Responsibilities:

Professional Practice & Core Values

- Perform all work consistent with TJP core values, including radical love, anti-racism, and dignity-centered advocacy
- Engage with all internal and external contacts with respect, cultural humility, and intentionality
- Demonstrate cultural competency in working with youth, families, and community partners
- Commit to ongoing anti-racism, decolonial learning, and professional self-reflection

Case Management

- Manage and maintain an assigned caseload, exercising professional judgment to prioritize needs, assess risks, and determine appropriate interventions
- Provide direct support and services tailored to each youth's unique goals, strengths, and needs, including advocacy, skill-building, and coordinated resource access
- Develop, implement, and adjust individualized service plans using professional assessment, trauma-informed frameworks, and evidence-informed practices
- Collaborate with youth, families, and community partners while maintaining responsibility for professional case planning decisions
- Utilize flexible scheduling and community-based service delivery to meet youth where they are developmentally and contextually
- Maintain consistent communication with youth regarding appointments, court dates, and program activities to support engagement and continuity of care
- Accurately document all client interactions, assessments, service plans, and progress notes in compliance with organizational, ethical, and regulatory standards

Court, Systems & Legal Advocacy

- Attend court hearings and related legal proceedings to provide professional advocacy and support
- Assist youth in understanding and navigating legal processes, applying professional judgment to prepare youth for hearings and system interactions
- Communicate and collaborate with families, attorneys, probation officers, court personnel, and system partners to ensure youth voices and rights are represented

- Advocate for fair treatment and outcomes aligned with youth well-being and organizational values

Collaboration & Problem-Solving

- Work independently while contributing meaningfully to a collaborative team environment
- Apply critical thinking and problem-solving skills to complex, high-stakes situations involving youth, families, and systems
- Initiate solutions, recommend adjustments to services, and elevate concerns when risks, barriers, or systemic issues arise

Grant, Programmatic & Compliance Support

- Apply working knowledge of grant goals, funding requirements, and regulatory standards to inform service delivery and program alignment
- Provide professional input, qualitative analysis, and outcome data to support grant reporting and program evaluation
- Understand and navigate applicable federal, state, and sponsor regulations, adapting professional practice to meet compliance requirements
- Compile and contribute substantive program information for funding applications and reports in collaboration with leadership and program staff

Continuous Learning & Professional Development

- Engage in ongoing professional development to maintain and enhance clinical, advocacy, and case management skills
- Participate in training, educational opportunities, and professional networks relevant to the role
- Demonstrate openness to feedback, reflective practice, and continuous improvement

Administrative & Organizational Responsibilities

- Manage timelines, deliverables, and professional responsibilities with a high degree of autonomy
- Maintain organized records and documentation to support accountability and continuity
- Perform other job-related duties as assigned that are consistent with the professional scope of the role

Other Expectations:

De-Escalation, Safety & Judgment Expectations

Because this role works with youth who may have experienced trauma, system involvement, or prior negative interactions with law enforcement, staff are expected to:

- Use de-escalation strategies and conflict-reduction techniques whenever possible
- Exercise sound judgment in emotionally charged or unpredictable situations
- Follow organizational safety protocols and seek supervisory support when needed
- Prioritize the physical and emotional safety of youth, families, staff, and the community
- Respond respectfully and effectively to individuals of all cultures, classes, races, ethnic backgrounds, sexual orientations, and faiths or religions in a manner that affirms dignity and worth.

Confidentiality & Ethical Responsibilities

This position requires access to sensitive and confidential information related to youth, families, and community partners. Employees must:

- Maintain strict confidentiality in accordance with organizational policy, ethical standards, and applicable state and federal laws
- Understand and comply with mandatory reporting obligations, as applicable
- Use discretion and professionalism in all communications and documentation

Job Description Disclaimer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. TJP is a small, highly collaborative team. Duties may evolve based on organizational needs, funding, or community priorities as we serve our mission.

Work Location, Schedule, and Environment:

- TJP Headquarters (985 Santa Fe Drive, Denver, CO 80204)
- Occasional evening and weekend work for events, community meetings, and court accompaniment
- Local travel within Colorado metro area required; occasional statewide travel
- Flexibility and capacity to work in a fast paced, fluid, changing work environment
- Administrative tasks will require work in a home office or office setting
- Working on a computer for multiple hours at a time, sitting or standing
- Wearing a mask when required by TJP policies
- Bending, twisting, and lifting associated with event site setup
- Indoor/outdoor work with varying temperatures and noise levels at large events
- Ability to drive for extended periods as needed
- Ability to engage in emotionally demanding work while maintaining professional boundaries

Position Requirements:

- Commitment to racial justice, disability justice, and dignity-centered advocacy
- Legal authorization to work in the United States
- Ability to provide two professional references
- Valid Colorado driver's license and ability to maintain legally required auto insurance
- Ability to safely transport youth and, when applicable, parents or guardians
- Access to reliable transportation to travel to the TJP office and community sites
- Ability to work remotely with reliable internet service and an appropriate workspace, if applicable

- Access to a mobile phone or device

Required Educations, Experience and Skills

- 2–4+ years direct service experience
- Caseload management experience
- Documentation and reporting skills
- Bachelor's degree in human services or equivalent experience
- Background in legal, education, social work, or related fields preferred
- 1+ years work with diverse communities
- Strong interpersonal, communication, and boundary-setting skills
- Ability to remain calm and grounded in high-stress or emotionally intense situations
- Commitment to equity, inclusion, and trauma-informed practice
- Strong organizational and problem-solving skills
- Excellent written and oral communication skills
- Safe driving practices
- Proficient at Google Suite

Preferred Skill & Experience:

- Training or experience in de-escalation, restorative practices, or conflict resolution
- Experience working in youth advocacy, education, youth justice, or community-based nonprofit settings
- Non-profit Sector Experience
- Bilingual or multicultural experience relevant to the communities served
- Experience working with youth, families, or communities impacted by trauma, system impacted, or social inequities
- Lived experience relevant to population served
- Familiarity with Colorado systems (housing, Medicaid, behavioral health, education and/or juvenile court)
- Advocacy

Compensation & Benefits:

Annual Salary/Hourly Pay Range: \$65,000 - \$70,000

Semi-Monthly pay periods

Full-time Regular Benefits:

- Medical Insurance and Dental 100% premiums paid for employee
- Paid Sick Leave up to 48 hours
- Paid vacation leave up to 80 hours
- 11 paid holidays & breaks. Holidays
- Provide paid seasonal breaks for Winter Holiday Break, Spring Break and Fall Break.

- (Follows the Denver Public Schools schedule for these closures)
- Ongoing learning and growth through workshops, training, and career development resources.
- Public TJP is a Service Loan Forgiveness (PSLF) eligible employer.

EEO Statement: The Transformative Justice Project of Colorado does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

How to apply:

- Successful applicants will ensure their resume and cover letter clearly demonstrate that their work experience describes how they meet all required qualifications and how experience applies to the position and TJP mission.
- People with a criminal record are encouraged to apply.
- **Please include “Transformative Justice Project Position” in the subject line.**
- **External applicants** email a resume, qualifications and cover letter to barbs@tjpcolorado.org .
- **Internal applicants** email a letter of interest and a summary of qualifications to barbs@tjpcolorado.org within 48 hours. All internal applicants can apply for positions anytime the position remains open, however, TJP requests that internal applicants notify and apply for positions within 48 hours for business purposes