

# Proposed Scope of Work for: Program Development, Quality Assurance and Service Coordinator

Under the supervision of the Juvenile Field Services Division Manager:

- Address and further identify gaps in programming and services for youth documented in the VCPA Juvenile Justice Master Plan and the Evaluation of JJCPA Funded Programming and Services
- Research and develop RFPs targeting gaps in treatment and services using an evidence-based approach and continuum of care model
- Participate in RFP grading panels
- Assist when needed, in the development of contracts or MOUs supporting programs and services targeting identified gaps
- Facilitate focus groups with youth, parents, stakeholders, and persons with lived experience to further target gaps in program, services and treatment
- Conduct pre/post surveys as needed
- Report out to the JJCC executive committee and subcommittee as needed
- Review, modify and update contracts and MOUs in conjunction with the Agency Contracts Manager and unit supervisors
- Provide support, feedback, capacity building and fidelity monitoring to JJCPA funded programs, which would include site visits as needed – could also include non-JJCPA funded juvenile services/programs
- Review program reports quarterly or as needed to evaluate effectiveness of JJCPA funded programming – could also include non-JJCPA funded juvenile services/programs
- Other related duties as assigned