



## Job Description

**Position:** Director of the National Deflection TA Center  
**Department:** Center for Health and Justice  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Effective Date:** April 2022

### Summary

This position primarily provides leadership for serving as the Director of the Deflection TA Center, including related deflection consulting and training contracts. This position also provides support in managing a wide variety of aspects of the Center for Health and Justice's (CHJ) national and international consulting and training business. Coordinates with both internal and external partners, agencies, consultants, trainers and organizations regarding CHJ's deflection consulting and training activities.

### Essential Duties and Responsibilities

- Serves as the #2 in charge after the Executive Director overseeing the consulting department and associated staff.
- Knowledge & experience with deflection initiatives including the planning and implementation of these processes to include facilitation, solutions action planning, implementation, operationalization, and TA.
- Knowledge & experience working cooperatively with police, fire, EMS, treatment, recovery, lived-experience, researchers, evaluators, and community (organizations and civic).
- Conduct business development for initiatives on national and international contracts, grants, & foundations, not limited to deflection.
- Support for diversity, equity, and inclusion (DEI) in the performance of the Essential Duties and Responsibilities.
- Responsible for management of multiple public & private consulting and training contracts and grants, and for the preparation and management of proposals for new business, not limited to deflection.
- Responsible for contributing to strategic planning and goal setting for CHJ along in tandem with CHJ leadership team.
- Responsible for oversight of performance and financial management of consulting department to maintain overall financial sustainability of CHJ.
- Engage external stakeholders to identify qualified consultants and trainers to respond to consulting and training opportunities related to deflection.
- Review and provide quality assurance of project documentation, narratives and budgets for consulting and training contracts.
- Understanding of federal contract, quality assurance, reporting, TA reporting, and auditing procedures and processes.
- Perform consulting, training and technical assistance, both on and off site, as required by contracts or business development
- Works collaboratively with consultants and trainers to ensure timely completion and delivery of quality consulting and training products, as well as business development activities.
- Coordinate and develop criminal justice curricula, trainings and presentations based on identified needs and ensure inclusion of relevant evidence-based practices, "what works", or best practices.
- Promote and coordinate CHJ involvement in consulting and training opportunities, such as conferences, panel presentations and workshops, for the purpose of business development.
- Collaborate with internal departments to share knowledge, resources, marketing, consulting and training opportunities.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Communication
- Decision making/Judgement
- Organizational awareness
- Strategic Vision
- Financial Management/Utilization
- Analytical Skills
- DEI
- Results Focus
- Empowering others
- Experience with BJA/federal reporting grants systems
- Creative & Innovative Thinking

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree from an accredited college/university preferred in criminal justice, human services or related field and five year's minimum experience in the field of deflection. Related fields and experience may substitute for up to 2 years of the required experience if it is directly applicable to deflection: criminal justice, Fire/EMS, addiction, recovery, practitioner lived-experience, or related field.
- Ability to develop and deliver high quality workshops and trainings that represent CHJ in a professional capacity.
- Proven ability to coordinate events, conferences, meetings, and lead multiple projects and deadlines.
- Ability to prepare written materials for various audiences, including reports and correspondences.
- Ability to work with colleagues at all levels of government (local, state, and federal), from a variety of fields - research, practitioner, policy, advocates, community, elected, lived-experience, and in the international community.
- Ability to understand and operationalize complex topics in justice and health, including those that are national and international in nature and scope.
- Ability to communicate effectively (written and oral).
- Ability to read and prepare financial reports and budgets.
- Ability to understand, comply with, and request alterations and amendments to contracts.
- Ability to work with federal contracts and the required systems for reporting, budgets, SOWs, financial, and TA reporting.
- Ability to work with a diverse population including those with lived-experience backgrounds.
- Knowledge of computers, including proficiency in Microsoft Office applications, especially Excel, PowerPoint, and the Internet including e-learning/online education.

## **Supervisory Responsibility**

This position has supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and/or fax machines.

## **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Frequently lifts, carries or otherwise moves and positions objects weighting up to 15 lbs. Frequently bends, kneels and crouches. Repetitive movement of hands, arms and legs. Continuous walking, standing and moving about. The noise level in the work environment is usually moderate.

## **Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. with occasional evening and/or weekend hours.

**Travel**

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected. Must be available to attend meetings and meet the needs of the program throughout the city, counties or wherever needed (a valid driver’s license, current auto insurance and reliable automotive transportation are required).

**Other Duties**

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. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes their understanding of the requirements, essential functions and duties of the position.

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Employee Signature

Date

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Supervisor Signature

Date

You can apply for this opportunity at the TASC website here:

[https://www.tasc.org/tascweb/work\\_at\\_tasc.aspx](https://www.tasc.org/tascweb/work_at_tasc.aspx)

For more information about TASC’s Center for Health and Justice, click here:

[https://www.centerforhealthandjustice.org/chjweb/home\\_chj.aspx](https://www.centerforhealthandjustice.org/chjweb/home_chj.aspx)

If you have further questions, you can also contact Jac Charlier, Executive Director, TASC’s Center for Health and Justice at [jcharlier@tasc.org](mailto:jcharlier@tasc.org).