

Functions by Position

General Management:

Position's Objective: direct and coordinate the projects of the Citizen Council of Security and Justice of Chihuahua, based on the theoretical and practical knowledge on matter of security, delinquency, violence, criminal rate, conflict resolution, evaluation and project administration.

Functions:

- Establishing the guidelines of management of each one of the coordination areas that are part of the association.
- Establishing the general guidelines that will orientate the elaboration of the Association's Operative Plan.
- Monitoring and evaluating the processes and objectives of the association to allow the making of the necessary adjustments.
- Exercise of the legal and administrative representation of the association.
- Coordinating the diffusion of the results and products generated by the association.
- Coordinating and supervising the execution process of the activities performed by each one of the different areas conforming the association.
- Promoting and establishing the connections and collaboration agreements with the diverse public and private organizations, national and international, with interest links to the association.
- Planning and controlling the financial expenses of the association.
- Guaranteeing the human, material and financial resources that are necessary to the development and effective functioning of the association.
- Coordinating and fomenting the training, actualization and formation of the human resource that make up the association.
- Organizing the different events of technical character or diffusion of the association's activity.
- Meeting the agreements of the Directive Council of the Citizen Council and to keep it informed about the activities performed at the association as well as its results.
- Performing all the tasks demanded by the job itself.

Monitoring and Evaluation Department

Position's Objective: generate evidence and contribute to the use of the mentioned evidence in the formulation and execution of politics, plans, projects and development programs.

Functions:

- Designing the Monitoring and Evaluation plan in matter of its objectives that are planned to be reached in the Work Plan.

- Establishing indicators (impact, results, products.)
- Design or request the instruments/tools of data collection according to the Monitoring and Evaluation Plan.
- Organizing the data collection process according to the collection instrument.
- Collecting data using the collect instrument/tool according to the established indicators.
- Process the data according to the analysis needs.
- Monitor the risks and opportunities presented as well as giving follow up to any incidence.
- Applying of the evaluation guidelines: coherence, pertinence, viability, sufficiency, etc.
- Assist and provide general training to the regions (Chihuahua, Juarez, Cuauhtémoc, Delicias, Nuevo Casas Grandes.)

Special Projects Coordination

Position's Objective: create links with private and public institutions and social society organizations, that allow the expansion of impact created by the projects of the Citizen Council of Security and Justice and establish the practices directed to the institutionalization of the project, having as a guideline the co-responsibility and advocacy in public politics.

Functions:

- Managing links with relevant public institutions to reach the goals of the Citizen Council's programs.
- Managing links with non-governmental organizations.
- Planning action strategies that promote human security in the state of Chihuahua.
- Analyzing public politics and laws on matter of security, especially those related with the programs of the Citizen Council.
- Planning, facilitating and assisting to strategic meetings where the Citizen Council can participate and influence on matter of prevention, justice, human rights and security.
- Give follow up to agreements made on work tables.
- Supporting the objectives strategic planning of the Citizen Council.
- Investigating and analyzing successful prevention and intervention models and pondering the viability of customization and implementation through the Citizen Council.
- Observation of good practices in a world level to maintain the association updated on topics of violence prevention and human security.
- General Management's assistance in required chores.

Administrative Department

Position's Objective: control of administration activities of the association, elaboration and/or interpretation of accounting tools such as: registers, bank statements, financial statements, Budget

and other tools similar to the mentioned, to guarantee the effective distribution and administration of the material and financial resources.

Functions:

- Material purchase and payments to providers.
- Billings control and emission.
- Control of the association's budget and cash flow.
- Attention to the needed requirements by FICOSEC.
- Collection, capture and upload of bills to Contpaq.
- Revision of tax payment, social security contributions and payroll.
- Bank accounts management and bank reconciliation.
- Register and administrative control on the assigned budget to each Project.
- Administrating the Employee's Savings Fund.
- Verification of trips' expenses.
- Administrative and accounting file management and register.
- Administration of petty cash and gasoline.
- Making of Fund Applications to the partners.
- Making of reports to partners and councilors.
- Providing attention to the association's projects.
- Providing attention to the regions.
- Making of work contracts, job proposals and employee's register.
- Providing revision and attention to the accounting firm.

Communications Department

Position's Objective: creating, developing and applying communication strategies that strengthen and make the clear position of the Citizen Council of Security and Justice as a trustable, solid and professional institution that works to improve the citizen security in the state of Chihuahua, as well as coordinating alongside the other areas, actions that help the detection and satisfaction of needs in communication networks.

Functions:

- Designing and implementation of communication strategies to disseminate the programs, activities and actions performed by the Citizen Council to the population of the State of Chihuahua, the public media, private initiative, public and civil organizations on a national and international level.

- Establishing contact with private, public and civil institutions to arrange collaboration actions to disseminate the programs, activities and actions performed by the Citizen Council.
- Coordinating activities of intern dissemination on programs, tools, actions and activities performed by the Citizen Council.
- Supervising the correct use of the graphic image of the Citizen Council, its programs, actions, activities and tools in any of its diverse applications and collaboration frameworks with public, private and civil organizations on a national and international level.
- Linking with public and private organizations.
- Seeking of links for social assistance.
- Coordinating the Social Service personnel.
- Coordinating the social events in which the organization takes part.

“I Believe in You” Coordination Area

Position’s Objective: coordinating the operation, logistics and evaluation of the program to guarantee the adequate exercise of activities and reach the goals according to the established guidelines.

Functions:

- Coordinating the correct implementation of the Cure Violence model in Chihuahua alongside the University of Illinois in Chicago.
- Planning and directing the weekly meetings with the operative and administrative team.
- Managing links and collaboration agreements with public and private organizations.
- Providing information sources and needed resources for the evaluation team independent of the University of California in Irvine.
- Supervising the program operatively through its supervisors.
- Conducting interviews to possible candidates for the program’s vacancies.
- Supervising the administrative assistance assigned to the program, guaranteeing that his/her labors are aligned with the administrative department area.
- Translating training materials and process manuals of the Cure of Violence model.
- Preparation of Quarterly Reports.
- Coordinating the activities’ design with actives and community activities.

“I Believe in You” Administrative Assistant

Position’s Objective: support the administration activities of de association, elaborating or interpreting the accounting tools such as: registers, bank statements, financial statements, Budget and other tools similar to the mentioned, to guarantee the effective distribution and administration of the material and financial resources, always responding to the general administration area.

Functions:

- Material purchase and payments to providers.

- Administration of petty cash and gasoline.
- Providing attention to the association's projects.

“We Believe in You” Zone Coordination

Position's Objective: coordinating the operation, logistics and evaluation of the social reinsertion program to guarantee the adequate exercise of activities and reach the goals according to the established guidelines.

Functions:

- Observing and evaluating the institutional procedures to guarantee the adequate exercise of the program.
- Designing and evaluating the psycho-educational programs to the youth.
- Supervising the correct implementation of activities.
- Coordinating the provision of needed resources for the implementation of activities.
- Controlling and verifying the formats of the activities implemented in the program.
- Elaborating work schedules and determinate the task assessment to the operative personnel of the program.
- Assisting the coordination of the Reinsertion Commission.
- Provide training in matter of psychology and social reinsertion.
- Contributing and coordinating the activities between CCSH and the Court for Addiction Treatment.
- Updating the case follow up for each adolescent in the program.
- Accomplish all the task provided by General Management, as well as the ones demanded by the position itself.

Psychotherapy Department

Position's Objective: provide orientation and accompaniament to the user and its support networks during the adaptation and reinsertion process; identify the risk and protection factors as well as proposing solution alternatives to the diverse situations that might perturb the development trough therapeutic and educative processes to elevate their life quality.

Functions:

- Conducting of interviews.
- Applying and evaluating the psychometrical and personality tests.
- Ellaboration of psychological diagnosis.
- Providing of orientation on the program to the adolescent and his/her support network.
- Providing of psycho-educative orientation and attention to addictions.
- Making of files of each one of the patients and keep them updated each sesión.

- Elaborating reports every time it is necessary or requested by Prosecutors or the Judicial Branch.
- Providing psychotherapy sessions and posible treatments according to the diagnosis (individual, familiar, grupal or couple therapy).
- Giving follow up to the assigned adolescents.
- Implementating and developing Personal Growth Workshops.
- Implementating and developing Family Enrichment Workshops.
- Coordinating the provision of the needed resources for a correct implementation of activitites.
- Ellaborating and delivering work schedules that allow the reach of goals established by the Program's Coordination.
- Maintaining the Case Follow Up updated of each youth participant in the program.
- Accomplish all the task provided by General Management, as well as the ones demanded by the position itself.

Juridic Area

Position's Objective: providing the candidates, and their families, information, juridic orientation regarding the legal situation, as well as representing the association in early release hearings for the participants that request so.

Functions:

- Reviewing, investigating and diagnosing the legal situation and its opportunity of getting a benefit for the selection of candidates for the social reinsertion program.
- Providing orientation and integral legal consultation to the participants and their families.
- Elaborating the Hearing Assistance Report.
- Informing the status that perserves the juridic situation and legal repercussions within and outside the penitentiary facility of the program's participants.
- Providing juridic orientation and representation in execution processes hearings in front of a judicial authoritie when the participants request it.
- Verifying the compliance of conditions imposed in the juridic resolutions when the benefit on early release in conceded to the participant.
- Collaborate in the making of projects, contracts, agreements and other actions performed by the Citizen Council, as well as in any management or representation assigned by the direction.
- Collaborating in the linking actions with government institutions and social society organizations.

- Accomplish all the task provided by General Management, as well as the ones demanded by the position itself.

Social Work Department

Position's Objective: contribute to the human development of the participants and their families through the evaluation and attention of the needs and aspirations, promoting their participation with interventions in the familiar, social, economic and labor contexts through continuous monitoring.

Functions:

- Applying Identification Tests.
- Applying Collateral Interviews.
- Elaborating genograms.
- Locating participants.
- Requesting information to Public Security.
- Administration of the Initial Interview Agenda.
- Making of social-economic studies.
- Monitoring and filling the case follow-up format.
- Conducting home visits.
- Providing orientation to the users.
- Management and channeling of services to the participants.
- Be a workshop co-facilitator.
- Making of activities reports.
- Linking with other institutions.
- Administration of files and notifications.
- Organizing cultural events.
- Application of toxicological evaluations to the possible candidates for the program.

Criminology Department:

Position's Objective: studying the antisocial and criminal behavior as well as its measure, to provide a diagnostic, prognostic and suggest a treatment in pro of social reinsertion of the youth in conflict with the law. Also, determining if the adolescent is qualified to participate in the program.

Functions:

- Applying the A-D Test to each participant.

- Applying the clinical-criminological interview to the candidates.
- Applying psychometric tools.
- Establishing the adequate treatment to each adolescent.
- Personalizing each case, no matter how similar they might be.
- Conducting home visits to monitor and give follow up to the cases.
- Be a workshop facilitator.
- Guiding the Civic Participation activities with the program's users.

Cleaning Department

Position's Objective: carrying out the cleaning and maintenance activities through the use of the needed instruments and materials, with the purpose of maintaining the facilities in ideal conditions.

Functions:

- Cleaning the facilities, furniture and equipment and maintaining them in ideal conditions.
- Follow the indications provided by the administrative area relating the cleaning or any other observation in order to maintain a clean space in the association.
- Inform to the administrative area of any irregularity that might present during the execution of activities, and if it's the case, requesting the repair of any malfunction of the equipment and furniture.
- Requesting in time, the material and cleaning tools to the administrative area, for a correct execution of activities.
- Making the most of the tools and cleaning supplies required for the job.
- Arranging carefully the equipment, furniture and work supplies to secure their preservation.
- Applying of detergents, sanitizers and any other cleaning supply with the purpose of maintaining the floors in ideal conditions.