



RESEARCH ASSISTANT – CONTRACTOR JOB DESCRIPTION

Justice System Partners (JSP) is seeking experienced, talented candidates to fill a research assistant contractor position with our nonprofit consulting firm for The Dallas County Community Supervision and Corrections Department – Emerging Adult Caseload Collaboration Project.

About Justice System Partners

JSP is a non-profit, multidisciplinary team committed to assisting justice and community partners with transforming their systems to be more equitable, effective, and humane. We help our partners reimagine their work by combining rigorous research, technical assistance, and knowledge of evidence-informed strategies. We infuse creativity, innovation, and passion into our work, taking an integrated approach to system transformation to help our partners operationalize meaningful change. The work we do integrates strategies for improving the functioning of organizations with a focus on staff, structure, processes, and culture; methods for systematically planning, implementing, and measuring change; and the identification of solutions that maximize the value for our clients. JSP's talented staff brings practical experience, key competencies, and subject matter expertise to the work of transforming systems to better serve the public. Furthermore, our collaborative approach nurtures engagement, belonging, respect, empathy, and trust. For more information about JSP, visit us at www.justicesystempartners.org.

Project Overview

The Dallas County, TX Community Supervision and Corrections Department (CSCD) recognized the need to provide more responsive supervision to youth aged 17 to 25 years old. These emerging adults (EA) are developmentally distinct, characterized by a high degree of instability and developmentally unique cognitive functioning. EA present an array of challenges that community corrections agencies must be aware of and responsive to, including increased impulsivity, lower emotional control, lower consequential thinking, higher rates of mental illness and substance use disorders, and greater economic instability (Bernard, Schwager, & Sitney, 2020; CSG, 2015; NREPP, 2016; Schiaraldi, Western, & Bradner, 2015; Sheidow & McCart, 2016; Zajac et al., 2015). Targeting this age group with developmentally appropriate programming can reduce their future recidivism and involvement in deviant behavior, as well as improve mental health and social determinants of health such as coping skills and familial relationships (Bernard et al., 2020; CSG, 2015; Lipsey, 2009). To address this need, the Dallas County, TX CSCD is testing a specialized probation caseload to address the high rate of 17 to 25-year-old individuals who are revoked in five high-poverty, high-crime areas of Dallas County.

To evaluate this work, they have hired Justice System Partners (JSP). JSP will support the implementation of this specialized caseload and collect data to determine its effectiveness. As part of this work, JSP is looking for a research assistant (RA) to support the on-site data collection efforts in Dallas, TX. The RA will be primarily responsible for consenting participants, conducting



assessments with participants, documenting assessments and interactions with the participants, and tracking participant data.

Job Description:

JSP will expect the research assistant to consent participants, monitor and support participant randomization, track participant data collection on-site, conduct surveys with participants, and document participant information in data spreadsheets. JSP will expect the research assistant to work with the project manager to complete any tasks related to data management and to work closely with probation staff to ensure fidelity of data collection on-site. This will be a part time, contract position that is based in the Dallas County Adult Probation office between May/June 2023 and January 2025, for approximately 20 hours per week over the 20-month period.

What are the job responsibilities?

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What qualifications do you need?

Minimum qualifications

- CITI Certificate (preferred; not required for application stage, but will be required in order to perform the job duties)
- Must be able to work in the Adult Probation Office at Dallas County, TX
- Must have proficiency with Microsoft Office, including Word, Excel and Powerpoint

Supporting skills and abilities

The ideal candidate will have the following knowledge, skills, and experience:

- Consent participants, monitor and support participant randomization.
- Track participant data collection on-site.
- Conduct surveys with participants, and document participant information in data spreadsheets.
- Willingness to travel.

Position Type

JSP is currently seeking candidates interested in part-time employment.

Salary

For the work outlined above, JSP is paying between \$17.00/hour and \$20.00/hour, commensurate with experience. The total contract has a not-to-exceed threshold of \$36,400.

**Location**

The research assistant will commute and travel to work sites on an as-needed basis in the Dallas County area and communities depending on covid-related restrictions.

Commitment to Diversity, Equity and Inclusion

JSP is an equal opportunity employer, and we are committed to diversity, equity and inclusion. We aim to create a workplace that celebrates diversity and includes perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and national origin. We seek to continuously challenge ourselves as JSP strives to be an antiracist organization, using its influence to support a culture of learning, empowerment, and equity. Applicants should demonstrate a knowledge of and concern for issues of equity and an understanding of how disparity influences the experiences of people impacted by the criminal and juvenile justice systems.

Travel Expectations

Willingness to travel in the Dallas County area and communities is required.

To Apply

Send a cover letter and resume to info@justicesystempartners.org.