

SNOHOMISH COUNTY JOB DESCRIPTION

DIVERSION PROGRAM SUPERVISOR

Spec No. 4043

BASIC FUNCTION

To supervise and coordinate the activities of Pre-Prosecution Diversion Program in the Prosecuting Attorney's Office and to collect, analyze and interpret program data.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, supervises and evaluates the work of subordinate counselors and support staff; participates in and makes recommendations regarding the selection, discipline and termination of subordinate employees; supervises and coordinates the training of new employees; coaches and counsels employees.
2. Coordinates program activities and services with other units within the department and other agencies; screens new cases and assigns the appropriate staff; advises and assists other departmental employees.
3. Assists in the development of operational policies and procedures.
4. Collects, analyzes and interprets specific data concerning first time felony offenders referred to the diversion program; maintains or supervises the maintenance of required records and prepares required reports and documents.
5. Presents program services and activities; represents the prosecutor's office by participating in activities or on committees within the legal and social service community of Snohomish County.
6. Participates in the preparation of program goals, objectives and annual budget; recommends program changes and/or new programs that will benefit the prosecution process and local community.
7. Establishes and maintains an internal case reporting and tracking system which will track case assignments and activities.

STATEMENT OF OTHER JOB DUTIES

8. Maintains all ethical and professional standards of the Prosecuting Attorney's Office and Snohomish County.
9. Observes strict confidentiality regarding all information obtained in the course of employment.
10. Produces work product that meets professional standards of quality, neatness, accuracy, and promptness.
11. Performs all of the duties of a Probation Counselor.

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STATEMENT OF OTHER JOB DUTIES (Continued)

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Master's degree in Social Work or other field directly related to social services work; PLUS, two (2) years of experience in supervising a social service agency within the criminal justice system, counseling, interviewing, vocational guidance or crisis intervention; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job-related tests.

SPECIAL REQUIREMENTS

Must be able to obtain Washington State Counselor Registration.

KNOWLEDGE AND ABILITIES

Knowledge of:

- interviewing, diagnostic and counseling methods and techniques
- literature, trends and developments in the social services area
- judicial and criminal justice systems
- mental health, drug abuse and alcohol treatment systems
- local, state and federal social service resources and agencies
- principles of program planning and supervision

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- effectively interview clients, prepare treatment plans, determine courses of action and evaluate individual progress
- apply abstract principles, guidelines and concepts to concrete work situations
- relate to and communicate with persons of diverse ages, social, economic, cultural and educational backgrounds
- establish and maintain rapport with clients, guide them toward positive goals and communicate with them in both supportive and confrontive modes
- communicate effectively with people regardless of age, sex or social, economic or cultural background including persons with social or behavioral problems, and communicate with litigants in both supportive and confrontive modes
- respond effectively in crisis and emergency situations
- express ideas and recommendations clearly and effectively both orally and in writing
- establish and maintain effective working relationships with criminal justice system officials, community organizations and agency staff, associates, other county employees and the public

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KNOWLEDGE AND ABILITIES (Continued)

- follow oral and written instructions
- maintain detailed records and prepare clear, concise written reports
- exercise initiative and judgment and make decisions within the scope of assigned authority
- read, interpret and apply work-related laws, rules and other regulations

SUPERVISION

The employee reports to the Chief Criminal Deputy Prosecutor. The work is performed with considerable independence in accordance with established policies and procedures. The employee supervises the work of subordinate Probation Counselors.

WORKING CONDITIONS

The work is performed in the usual office environment. This classification typically requires daily interactions with distraught or difficult individuals.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2004 as Probation Counselor Supervisor

Revised and Retitled: January 2005

EEO Category: 2 - Professionals

Pay Grade: 243 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous