

SNOHOMISH COUNTY JOB DESCRIPTION

DUI VICTIM PANEL COORDINATOR

Spec No. 5015

BASIC FUNCTION

To design, implement and administer the volunteer DUI Victim Panel program.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Under direction of the DUI Task Force Coordinator, coordinate the establishment of a volunteer panel of victims of DUI drivers; organizes presentations of the panel before DUI offenders, schools and community forums; administers the program and evaluates its progress and results.
2. Recommends criteria for panel volunteers; develops and maintains required records, procedures, and policies.
3. Recruits interested speakers for the panel, including DUI victims; participates with members of the DUI Task Force in selecting volunteers; prepares volunteers to serve on the panel and debriefs volunteers after meetings.
4. Organizes, administers and attends all regular presentations of the panel to DUI offenders in conjunction with those Snohomish County district courts or other agencies that participate in the program.
5. Leads monthly support meetings of volunteers if needed; assesses ongoing support needs of volunteers; discusses with volunteers issues arising from their participation in the program; provides counseling and referral to community services as appropriate.
6. Develops criteria for program evaluation; participates in development of long-range program planning with supervisor and task force coordinator; assists with other DUI prevention activities as needed.
7. Serves as liaison between the county, other affected agencies, and various community groups as required; coordinates program activities with other divisions and programs within the department and with other agencies and groups as necessary.
8. Organizes and arranges for public meetings, hearings, and forums; drafts reports, minutes and informational materials as needed.
9. Manages computerized service data and reporting systems as required.
10. Assists in the research and preparation of applications to obtain funding for program-related projects, studies or programs.
11. Collect required fees and prepare remittances for panel attendees.

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STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in social work, counseling or psychology or other field directly related to social services work; PLUS, one (1) year of experience as a counselor working with crime victims; OR, a Master's degree in one of the above fields; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience working with crime victims and their families and in supervision and program administration is required. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- loss, grief, anger management and life transition issues;
- basic psychological and social needs of bereaved people and those suffering chronic pain from severe physical injuries;
- preconditions and indicators of suicide;
- chemical dependency issues, including chemical addiction relapse prevention;
- individual and group behavior;
- functions and resources of Seattle-Everett area social and health service agencies;
- criminal justice system;
- traffic safety issues;
- principles and practices of program administration.

Ability to:

- intervene effectively in crisis situations and make appropriate counseling referrals;
- recruit, supervise and evaluate volunteers;
- relate to and communicate with persons of diverse ages, social, economic, cultural, and educational backgrounds;
- establish and maintain effective and confidential work relationships with superiors, peers, associates, volunteers, and the general public;
- communicate effectively both orally and in writing;
- operate personal computer data systems;
- maintain necessary records and prepare clear, concise written reports;
- read, interpret, and apply work-related laws, rules, and regulations.

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SUPERVISION

The employee receives direction from the DUI Task Force Coordinator. Objectives, priorities and deadlines are established in conjunction with the supervisor. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices.

WORKING CONDITIONS

The work is performed in the usual office environment with regular trips to locations throughout the county. The work includes attendance at evening meetings, and the employee may be required to work weekends and holidays as necessary.

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: January 1986 as DWI Victim Panel Coordinator

Revised and Retitled: December 2004

EEO Category: 2 - Professionals

Pay Grade: 236 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous