

SNOHOMISH COUNTY JOB DESCRIPTION
PROBATION COUNSELOR - JUVENILE COURT

Spec No. 4087

BASIC FUNCTION

To monitor, direct and counsel juvenile offenders within the scope of a corrections or probation program.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Formulates case management intervention plans and make recommendations for placement and referral of incarcerated and/or probationary individuals. Monitors court orders and diversion agreements for compliance. Formulates response to non-compliance that may include returning individual to court.
2. Conducts and scores risk assessment interviews to systematically gather information about a client and family which indicates likelihood of re-offending, targets areas for change and measures outcomes of interventions; based upon the criminogenic needs of the client, develop intervention plans to decrease the risk factors and behaviors and enhance protective factors and behaviors; update risk assessment documentation as changes are made and/or at specific times as required.
3. Leads, teaches and/or facilitates classes, clinics and programs for youth and/or parents offered by the Juvenile Court Services.
4. Conducts one to one, parental, family and/or group counseling sessions; prepares cases and directs and/or participates in hearings for court appearances; reviews and keeps all caseload records.
5. Mediates crises situations; monitors client behavior; assesses and interviews each individual for emotional, eligibility and/or legal needs for program participation. Conducts chemical dependency screenings, suicide and mental screens. Evaluates and determines classification of youth in detention.
6. Enforces probation and/or program rules; serves legal rights documentation; administers and/or evaluates diagnostic tests; prepares reports on individuals from information gathered from various social service and legal professionals and agencies; prepares and completes required and related forms, records and documents.
7. Confers with various boards, officials and professionals on status of probationary and/or incarcerated juveniles; monitors recreational and/or employment activities of offenders.
8. Performs ongoing public relations work; trains volunteers; contacts past program participants to collect data for program evaluation; acts as liaison between clients and various components of the criminal justice system.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Collects, monitors and processes urinalysis test.
10. Other duties as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with major course work in psychology, social work, counseling, law and justice, or related field; PLUS, one (1) year experience in case planning, interviewing, service delivery, or counseling in a social service agency; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

SPECIAL REQUIREMENT FOR JUVENILE COURT

Applicants must successfully pass a criminal background investigation, reference verification, polygraph examination, psychological examination and physical examination.

Successful completion of Washington State Criminal Justice Training Commission – Juvenile Services Academy required within six (6) months of employment.

Certification in WAJCA Assessment Tool is required within twelve (12) months of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic interviewing, diagnostic, and counseling techniques
- individual and group behavior
- crisis intervention skills
- literature, developments, and trends in the social service area
- judicial and criminal justice system
- computer programs and usage
- Washington State Courts and juvenile justice system
- child development theory and principles of effective parenting
- functions and resources of social and health services agencies

Ability to:

- express ideas and recommendations effectively orally and in writing

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KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationship with clients, professionals, public and private officials and the general public
- make presentations to large and small groups
- diffuse potentially volatile situations
- read, interpret and apply work-related laws, case law, court rules, regulations and policies
- use computer program applications including word processing, databases, and spreadsheets
- apply abstract principles, guidelines and concepts to work situations
- work with persons from a variety of socio-economic backgrounds
- effectively interview, prepare treatment plans, determine courses of action and evaluate individual progress

SUPERVISION

General supervision is provided by a Probation Counselor Supervisor who reviews work for adequacy of professional judgment, compliance with established goals and policies, and for quality through regular audits and appraisal of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment and may involve counseling in a detention facility setting; at least 2+ hours per day at the computer. Shift, weekend and holiday work may be required. May be exposed to communicable diseases; may work with angry, hostile, mentally ill, chemically dependent and/or sex-offending clients and parents.

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: October 1979 as Juvenile Court Probation Counselor
Previous Spec No. 520560
Revised: March, 1996, May 1999, August 2006, January 2007
Revised and Retitled: December 2001
EEO Category: 2 - Professionals
Pay Grade: 239 – Classified Pay Plan
Workers Comp: 5306 Non Hazardous