

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **PROBATION PROGRAM COORDINATOR - DISTRICT COURT**

Spec No. 4118

#### **BASIC FUNCTION**

To coordinate, plan, and facilitate District Court Probation community programs and courses such as, Alive at 25, Attitudinal Dynamics of Driving, DV – MRT, and other courses implemented by the department. To provide evaluation, assessment and case management services for the Snohomish County District Court Probation Community Programs.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assists Probation Manager in researching, revising and implementing, policies and procedures as authorized for all new and current community programs.
2. Coordinates, schedules, and facilitates all Community Programs implemented by the District Court Probation Department.
3. Conducts eligibility assessments for offender placement in alternative programs, as appropriate.
4. Provides intake duties into the community programs for all court ordered individuals; intakes include explanation of offender responsibility, signature of agreements, relevant testing, and data collection.
5. Assists in development and modification of the Community Program database management system for tracking enrolled probationers through the programs. Generates and analyzes system reports to monitor program effectiveness.
6. Works cooperatively with other County agencies, including court personnel, attorneys, police, and treatment providers for all matters concerning the Community Programs.
7. Monitors and documents outcomes of the Community Programs in monthly, quarterly, and yearly intervals.
8. Monitors, evaluates, and records client progress with respect to Community Programs and probation goals and collaborates with counselors, medical providers, and probation officers to plan and coordinate requirements, drawing on case management experience and probationer needs.
9. Connects to the community with regular and on-going visits to service agencies, jail, Court divisions, partner Courts or other agencies.
10. Responsible for maintaining documentation of all contacts made and actions taken; tracks activity, develops individualized plans and submits documentation on time; researches, retrieves, updates and analyzes complex information and data.
11. Attends and participates in court review hearings and related activities as necessary.

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### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in sociology, psychology, criminal justice or closely related field; AND one (1) year of experience which includes counseling, interviewing, crisis intervention, and course facilitation in a social services agency; OR two (2) years of experience working as a Probation Officer. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

- Applicants must successfully pass a criminal background investigation, reference and verification.
- Applicants must complete the Misdemeanant Probation Counselor Academy per WAC 139-10-210 as provided in RCW 43.101.220 within six (6) months of hire date or show proof of completion of approved academy upon hire.
- A valid Washington State Driver License is required for employment.
- Must obtain certification as a facilitator and on site trainer for all Community Programs as designated by Probation Manager.
- Applicants may be required to have own transportation, and would be reimbursed for approved mileage.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- interviewing skills and counseling techniques
- fundamentals and knowledge of the criminal justice systems
- legal standards and requirements
- classroom facilitation techniques
- general office skills
- Microsoft Office Suite - Word, Excel and Access

Ability to:

- follow evidence based practices (EBP) in the area of assignment and in accordance with departmental policies
- effectively facilitate programs and courses in both a class and courtroom setting
- plan, coordinate, organize and schedule programs, processes and services
- prepare, research, analyze, administer and update plans, policies and work programs as necessary
- independently performs a variety of professional casework activities
- effectively use recognized, standard techniques in handling a caseload with appropriate level of supervision
- use tact, discretion, persuasion, diplomacy, respect, courtesy and cultural awareness to gain the cooperation and commitment of others

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#### KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective and professional relationships with public officials, department heads, co-workers, employees, community resources, court personnel, representatives of other agencies or entities and diverse members of the public
- communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and recipients addressed
- interview, obtain information and coordinate defendant referrals to appropriate agencies for substance abuse disorders, domestic violence, sexual deviancy, mental health indications, as ordered by the court
- testify in court, communicate with referral sources, speak before community groups and prepares legal documents and reports
- initiate, compile, compose and/or edit correspondence, records, narrative, statistical and financial reports and other applicable documents and assure all pertinent information maintain confidentiality as required by State law, Federal law, and office procedures
- read, understand, interpret, analyze and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment
- manage time effectively and maintain accurate, confidential records

#### SUPERVISION

The employee reports to the Probation and Community Programs Manager and accepts direction from the Court Administrator. Work performed is reviewed for quality, professional judgment and compliance with established goals and policies through conferences, reports, and appraisal of results obtained. This work is performed with considerable independence in accordance with established policies and procedures.

#### WORKING CONDITIONS

Work is performed in the office environment, classrooms, the jail, courtrooms, and other settings. May sit or stand for long periods of time. May occasionally lift and carry items weighing 20 pounds. Moves throughout the County facilities and periodically drives a motor vehicle to perform duties outside of the normal office location and hours. May be required to change office locations dependent upon the Court's needs. High possibility of exposure to hostile and offensive language or intimidating behavior from clients and the public. Employees may be required to work evenings, 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](#)

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Class Established: January 2019

EEO Category: 2 - Professionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous