

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **AGGRESSION REPLACEMENT TRAINING QUALITY ASSURANCE COORDINATOR**

Spec No. 2278

#### **BASIC FUNCTION**

This position oversees the statewide implementation of the Quality Assurance plan for Aggression Replacement Training (ART). Ensuring model fidelity in a community-based system of care requires an ongoing and accurate monitoring and tracking of reliable measures of model implementation. Quality improvement involves the systematic implementation of activities to improve accurate implementation of the intervention.

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

1. Contracts with the Juvenile Rehabilitation Administration (JRA) to provide oversight development and implementation of the statewide ART Quality Assurance program.
2. Provides consultation, coordination, technical assistance, management, and collaboration specific to the statewide Aggression Replacement Training Quality Assurance Process.
3. Works effectively with juvenile courts, Washington State Institute of Public Policy, and JRA employees across the continuum of care, which includes juvenile probation, detention services as well as other divisions, department, media, public, Washington State Legislature and their staff.
4. Provides statewide direction and support to the Washington State Aggression Replacement Training (WS-ART) program to ensure a high level of program adherence.
5. Provides supervision and support to WS-ART Consultants and Master Trainers.
6. Provides telephone and in person consultation and training to juvenile courts implementing WS-ART.
7. Conducts site visits at all juvenile courts implementing WS-ART and annually provides an Environmental Assessment of each court; makes decisions about statewide functions related to ART programs provided within juvenile courts.
8. Provides copies of the annual Environmental Assessments and reports any corrective actions and results of re-assessments to the Community Juvenile Accountability Act (CJAA) Program Manager, CJAA Advisory Committee and the Court Administrator.
9. Develops, maintains and refines curriculum training materials for the system of WS-ART Certification of facilitators, master trainers, and consultants.
10. Oversees the quality assurance process for WS-ART and standardization of WS-ART training materials.
11. Provides information and support to WS-ART leads in each court.

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#### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Implements the policy and procedures of the CJAA Advisory Committee and provides staff support to the CJAA Advisory Committee; attends all CJAA Advisory Committee meetings.
13. Participates in the development and ongoing monitoring of the WS-ART project budget.
14. Provides information and materials to Washington State Institute for Public Policy (WSIPP), JRA and CJAA Advisory.

#### STATEMENT OF OTHER JOB DUTIES

15. Supervise and provide WS-ART training of trainers as requested by the courts.
16. Performs other duties as required.

#### MINIMUM QUALIFICATIONS

A master's degree in social work or psychology; AND, two (2) years working with juveniles and families OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

#### SPECIAL REQUIREMENTS

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

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of management and strategic planning, juvenile justice program development, and state and local agency collaboration
- Program development and evaluation methods
- The juvenile justice system
- RCWs and WACs relating to juveniles
- Superior Court processes and county juvenile courts service programs
- ART skills, principles and techniques
- Principles of quality assurance and corrective actions
- Principles of contract management

Ability to:

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#### KNOWLEDGE AND ABILITIES (Continued)

- Establish and maintain an effective work relationship with state and local agencies, constituents, legislators, juvenile justice professionals and systems, customers, and stakeholders
- Provide supervision, direction and support to local or statewide programs, consultants and trainers to ensure a high level of program adherence
- Provide expert analysis of program development and technical assistance
- Consult and provide training by telephone or in person
- Make decisions about statewide functions related to ART programs provided within juvenile courts
- Conduct site visits and provide assessments
- Provide copies or report actions and results of assessments
- Develop, refine, and maintain training materials
- Effectively supervise and train trainers
- Develop and monitor budgets
- Work independently within established guideline, practices and regulations

#### SUPERVISION

Employees report to an administrative superior as assigned. Employees work independently on specific assignments which are completed in accordance with established guideline, practices and regulations. Work is reviewed through meetings, status reports and results obtained.

#### WORKING CONDITIONS

The work is performed in the usual office environment. Also requires travel to various juvenile courts throughout the state.

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 2005  
EEO Category: 2 - Professionals  
Pay Grade: 242 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous