

SNOHOMISH COUNTY JOB DESCRIPTION

COMMUNITY SERVICES SUPERVISOR – SUPERIOR COURT

Spec No. 4101

BASIC FUNCTION

To administer Community Service programs and to supervise and coordinate the activities of Program Coordinators and/or social service volunteers.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, supervises and evaluates the work of subordinate staff; participates in the selection, discipline and termination of subordinate employees; supervises and coordinates the training of new employees, volunteers and other participants from related agencies.
2. Coordinates program services with program attorney and other units within the department; screens new cases and assigns the appropriate staff; advises and assists other departmental employees.
3. Develops and reviews the operational policies and procedures to interpret, apply and ensure compliance with related laws, rules, regulations and codes.
4. Coordinates community based programs, gives presentations regarding program services and activities, and assists in the development of services for dependent and at risk youth.
5. Develops divisional programs and prepares grants; monitors and initiates program changes as necessary, maintains reports and reports data to local, regional and national CASA programs.
6. Performs related duties for their supervisor in her/his absence as assigned.
7. Serves as a member of the divisional management team; participates in the management/departmental meetings; participates in the preparation of divisional goal and objectives.

STATEMENT OF OTHER JOB DUTIES

8. Assures all duties of subordinate employees are appropriately assigned and may perform all of the duties of Program Coordinators and program support staff as necessary.
9. Participates in the preparation of court goals, objectives and the annual budget; ensure accountability of grant funds.
10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in psychology, social welfare or other field directly related to social services work; PLUS, two (2) years of experience in 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 REQUIREMENT

- Applicants may be required to pass a criminal background check including finger printing, a reference verification, polygraph examination, a psychological and a physical examination.
- A valid Washington State Driver's License is required for employment.
- Must complete Criminal Justice Training Commission Supervisory Training within one (1) year of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- develop Program Coordinator skills in managing cases through their VGAL's
- facilitation community based programs
- 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

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KNOWLEDGE AND ABILITIES (Continued)

- 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
- 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
- use basic word processing, spreadsheet and database

PHYSICAL REQUIREMENT

Expressing or exchanging ideas by means of the spoken word. Ability to receive detailed information through oral communication. Personal contacts are usually with other employees within the same work unit, supervisor and representatives from various departments, agencies and offices.

SUPERVISION

The employee reports to an administrative superior. The work is performed with considerable independence in accordance with established policies and procedures. The employee supervises the work of subordinate Program Coordinators and support staff.

WORKING CONDITIONS

The work is performed in the usual office environment.

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: June 1977 as Probation Counselor Supervisor

Previous Spec No. 520563

Revised and Retitled: March 2006

Revised: July 1986, April 1997, May 2002, April 2009

EEO Category: 2 - Professionals

Pay Grade: 243 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous