

SNOHOMISH COUNTY JOB DESCRIPTION

DIVERSION COUNSELOR

Spec No. 5067

BASIC FUNCTION

To evaluate, monitor, direct and counsel adult felony offenders within the Snohomish County Prosecuting Attorney's Office as an alternative to prosecution.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Evaluates program applicants to determine their risk level and appropriateness for a community based correction program as an alternative to prosecution; assesses likelihood of re-offending; assesses applicant's needs/deficits and makes referrals for necessary training, treatment or education; administers a risk assessment tool; conducts suicide and mental health screens.
2. Monitors client behavior; helps client identify areas for change; develops intervention plans to decrease the risk factors and behaviors and enhance positive factors and behaviors; assists clients to address crises.
3. Formulates treatment and education plans for clients; monitors client compliance with the treatment plan; formulates response to non-compliance, which may include returning individuals for prosecution.
4. Leads or facilitates classes, clinics and programs for participants of the program.
5. Conducts one to one, family and/or group counseling sessions.
6. Prepares contract between the client and the Prosecuting Attorney's Office; reviews and keeps all caseload records; prepares and testifies in court hearings when termination from the program is contested.
7. Provides long-term case management; re-assesses client needs and adjusts treatment plans as required; assists client in defining long and short term goals and developing a plan for reaching them.
8. Prepares reports on clients from information gathered from various social service and legal professionals and agencies; prepares and completes required and related forms, records and documents.
9. Collaborates with treatment providers and other professions in the community, such as counselors, physicians, pharmacies, and treatment providers regarding program participant progress; monitors recreational, educational and/or employment-related activities of clients.
10. 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)

11. Contacts crime victims and law enforcement to establish restitution amounts; determines repayment plans for restitution; monitors restitution payments and community restitution progress.
12. Assists clients with accessing community programs that offer financial, residential, medical and treatment options for low income individuals.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in psychology, social work, counseling or closely 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 all job related tests.

SPECIAL REQUIREMENTS

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

Must successfully pass a criminal background investigation.

Washington State Department of Health Certified Counselor Certification (per Washington Administrative Code 246-810) within six (6) months of hire.

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 services and law and justice areas
- judicial and criminal justice system
- computer programs and usage
- Washington State courts and justice system
- 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
- defuse potentially volatile situations
- read, interpret, and apply work-related laws, case law, court rules, regulations, and policies
- maintain detailed records and effectively organize case work
- 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
- maintain all ethical and professional standards of the office
- observe strict confidentiality regarding all information obtained in the course of employment
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness
- interact with distraught, angry, hostile, mentally ill, substance use disordered, and/or sex-offending clients

SUPERVISION

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

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: January 2005
Revised: January 2017
EEO Category: 2 - Professionals
Pay Grade: 239 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous