

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **DRUG COURT SENIOR – SUPERIOR/JUVENILE COURT**

Spec No. 2351

#### **BASIC FUNCTION**

To provide technical guidance to Drug Court staff and their teams regarding the academic and behavior performance of participants and assist in the supervision of Drug Court Program operations including work assignments, teaching classes, and case reviews.

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

1. Leads employees and provides oversight of unit staff under direction of the supervisor; assigns daily work, tracks time and trains subordinates as necessary in Adult, Family, Juvenile and At Risk Youth drug treatment courts; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day personnel questions and problems.
2. Assumes duties of Drug Court staff under the direction of the supervisor to assure that all aspects of the drug court programs function at optimum effectiveness. Attends and/or presents at court hearings and drug court staffing/court in staff absence.
3. Partners with schools in adaption of services for youth; assists youth and families with development of school plans and facilitates enrollment.
4. Networks and coordinates with local high schools, middle schools and alternative schools to disseminate information, insure youth needs are being met and expulsion/suspension policies are appropriately utilized.
5. Provides education and advocacy to parents and youth, to include participation in Individual Education Plan (IEP) development, suspension/expulsion hearings, school meetings, etc.
6. Participates in and makes recommendations regarding selection, performance evaluations, coaching, discipline and termination of unit staff, and determining staff needs.
7. Conducts intake assessments to determine eligibility, suitability and programmatic needs (MRT, MET/CBT-5, GAIN, Reclaiming Futures), assists with scheduling for all drug courts including GAIN, first appearance, and court interview. Assists staff to assess and make community referrals for services identified through drug court case plan. Acts as a liaison with treatment agencies and other contracted services.
8. Opens, reviews, and assigns cases as necessary, maintains spreadsheets and signs off on all cases for appropriateness of closure or transfer within agencies, state and county; rectifies all errors.

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9. Enforces drug court program rules including: updates drug court forms/handbooks/brochures, prepares reports, completes required and related forms, records and documents, and prepares court calendar for drug court.
10. Performs ongoing public relations and program evaluation work including training volunteers, past participant data collection, and acts as liaison between clients and various components of the justice system.
11. May perform Case Management Assessment Process (CMAP) including risk assessments, conceptualization, feedback, intervention plan and follow up. Participates in Quality Assurance Workgroup, trains and insures compliance of staff by providing feedback in the performance of CMAP and six month file reviews.
12. Participates in the Probation Division management team to develop philosophies, policies and procedures.
13. Coordinates Miller Trust Fund Scholarships including soliciting applications, coordinating application review and scholarship awards.
14. Provides information weekly to drug court teams regarding education status of participants, including emails and regular attendance at drug court staffing.

#### **STATEMENT OF OTHER JOB DUTIES**

1. Performs all duties of the Juvenile Probation Counselor, Drug Court Coordinator and Drug Court Specialist.

#### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in psychology, sociology, social work, social welfare, counseling and guidance or closely related field; PLUS, one (1) year of experience in counseling, interviewing, vocational guidance or crisis intervention in Drug Courts; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. One (1) year lead experience preferred. Knowledge of chemical dependency preferred. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

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.

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#### **SPECIAL REQUIREMENTS** (Continued)

Must be certified in Moral Reconciliation Therapy and Anger Replacement Training or achieve certification within 6 months of hire or at the next available training.

Applicant must obtain Washington Association of Juvenile Court Administrator's Case Management Assessment Process (CMAP) certification as a Quality Assurance Specialist (QAS) within one (1) year of employment.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- substance abuse treatment services network in Snohomish County and Washington State
- judicial and criminal justice system for all case types for adults and juveniles
- computer programs, database queries and usage
- best practices for Case Management Assessment Process (CMAP) of Washington State
- basic interviewing, diagnostic, and counseling techniques
- individual and group behavior
- motivational interviewing
- coaching and mentoring techniques
- collaborative methods
- planning and providing professional development for targeted subject and related areas
- effective behavior management skills
- effective communication with clients, parents or guardians from diverse backgrounds
- literature, developments, and trends in the social service area

Ability to:

- organize and lead the work of unit staff as required
- effectively train, coordinate, coach and evaluate the work of unit staff
- effectively interview clients, prepare treatment plans, determine courses of action and evaluate individual progress
- relate to and communicate with persons of diverse ages, social, economic, cultural and educational backgrounds
- proficient Microsoft Office work processing, spreadsheets, Share Point, Drug Court Case Management system (DCCM) and other applications
- establish and maintain rapport with clients, guide them toward positive goals and communicate with them in both supportive and confrontive modes
- adapting subject materials and teaching techniques to increase achievement for at risk students
- respond effectively in crisis and emergency situations
- express ideas and recommendations clearly and effectively both orally and in writing

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#### KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationships with criminal justice system officials, community organizations and agency staff, associates, other county employees and the public
- maintain detailed records and prepare clear, concise written reports
- develop assessment tools and statistical reports
- adapt subject materials and teaching techniques to increase achievement for at risk youth
- exercise initiative and judgment and make decisions within the scope of assigned authority
- read, interpret and apply work-related laws, rules and other regulations

#### SUPERVISION

The employee reports to the Drug Court Supervisor or other administrative superior as assigned. The work is performed with considerable independence in accordance with established policies and procedures. The employee acts as lead and assists in the supervision of staff providing client services for all Superior Court Drug Court Programs.

#### WORKING CONDITIONS

The work is performed primarily in an office environment at the Courthouse and at Denney Juvenile Justice Center. Exposure to physical hazard may occur occasionally when interviewing hostile youth with a potential for violence. The position does require travel between offices, schools and other community location. Occasional work outside the standard work day/week.

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: September 2012  
EEO Category: 2 - Professionals  
Pay Grade: 241 - Classified Pay Plan  
Workers comp: 5306 Non-Hazardous