

SNOHOMISH COUNTY JOB DESCRIPTION

DRUG TREATMENT COURT SUPERVISOR

Spec No. 4090

BASIC FUNCTION

To administer Snohomish County Superior Court Drug Treatment Courts and other chemical dependency treatment programs including supervising and coordinating the activities of Drug Treatment Court staff.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, supervises and evaluates the work of subordinate counselors and support 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 Drug Treatment Court and chemical dependency program services with county Human Services, community providers and other units within the department; may screen new cases and assigns the appropriate staff; advises and assists other departmental employees concerning cases with chemical dependency issues.
3. Develops and reviews the operational policies and procedures to interpret, apply and ensure compliance with related laws, rules, regulations and codes.
4. Develops community resources for program; educates and gives presentations regarding program services and activities.
5. Develops divisional programs related to chemical dependency treatment and prepares grants; monitors and initiates program changes as necessary. Oversees budgets of Drug Treatment Courts and chemical dependency programs.
6. Serves as a member of the divisional management team; participates in the management/departmental meetings; participates in the preparation of divisional goals and objectives.

STATEMENT OF OTHER JOB DUTIES

7. May carry a limited caseload of clients.
8. Assures all duties of subordinate employees are appropriately assigned and may perform duties of unit's subordinate staff as necessary.
9. Participates in the preparation of court goals, objectives and the annual budget; ensures accountability of grant funds.
10. Performs related duties for their supervisor in her/his absence as assigned.
11. Performs related duties as required.

SNOHOMISH COUNTY JOB DESCRIPTION

DRUG TREATMENT COURT SUPERVISOR

Spec No. 4090

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. Previous experience leading or directing projects or persons preferred. Current Chemical Dependency Professional certification by the Washington State Health Services Quality Assurances Division is preferred. Experience in criminal justice agency working with clients in chemical dependency treatment OR, experience in chemical dependency treatment agency working with offenders preferred. 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.

May be required to successfully complete other applicable training as necessary.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Drug Treatment Court structure, philosophy and research
- chemical Dependency treatment services network in Snohomish County and Washington State
- judicial and criminal justice systems
- interviewing, diagnostic and counseling methods and techniques for chemical dependency and mental health issues
- literature, trends and developments in the social services area, especially in chemical dependency and mental health
- local, state and federal social service resources and agencies
- basic principles of program planning and supervision
- Budget structure and analysis

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees

SNOHOMISH COUNTY JOB DESCRIPTION

DRUG TREATMENT COURT SUPERVISOR

Spec No. 4090

KNOWLEDGE AND ABILITIES (Continued)

- effectively interview clients, prepare treatment plans, determine courses of action and evaluate individual progress
- teach evidence-based and promising practices programs
- 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
- express ideas and recommendations clearly and effectively both orally and in writing
- establish and maintain effective working relationships, negotiate and mediate problems 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

SUPERVISION

The employee reports to an administrative superior as assigned. The work is performed with considerable independence in accordance with established policies and procedures. The employee supervises the work of unit's subordinate staff; and monitors contracted agencies and persons.

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: September 2002
Revised: April 2009, October 2009, September 2014
EEO Category: 2 - Professional s
Pay Grade: 243 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous