

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PROBATION COUNSELOR SENIOR – JUVENILE**

Spec No. 4046

### **BASIC FUNCTION**

To provide technical and clinical guidance to Probation Counselors, assist in the supervision of a Juvenile Probation unit, including work assignments and case reviews.

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

1. Leads employees and provides oversight of subordinates under direction of the supervisor; assigns daily work and trains subordinates as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles employee questions and issues related to daily work.
2. Participates in and makes recommendations regarding selection, performance evaluations, coaching, discipline and termination of subordinate employees, and determining staff needs.
3. Evaluates cases to determine level of probation service.
4. Performs Case Management Assessment Process (CMAP) including risk assessments, conceptualization, feedback, intervention plan and follow up. Trains and ensures compliance of subordinates in the performance of CMAP. Reviews files to ensure Case Management is properly documented.
5. Reviews and signs off on all cases for appropriateness of closure or transfer within agencies, state and county; ensures any errors are corrected. Reviews all files at closure to ensure that all documents are in order.
6. Formulates treatment and makes recommendations for placement and referral to incarcerated and/or probationary individuals.
7. Conducts one to one, parental, family and/or group counseling sessions; prepares cases and directs and/or participates in hearings for court appearances; reviews and keeps all caseload records.
8. Resolves crises situations; monitors client behavior; assesses and interviews each individual for emotional, eligibility and/or legal needs for program participation.
9. Enforces probation and/or program rules; serves legal rights documentation; administers and/or evaluates diagnostic tests; prepares reports completes required and related forms, records and documents.
10. Collaborates with various boards and professionals regarding program development, quality assurance, community engagement and professional integrity.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. 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 justice system.
12. Ensures the collection and analysis of data is done in a timely and accurate manner.
13. Participates in the departmental management team to develop philosophies, policies and procedures.
14. Assists the supervisor with the development and review of budgets, program development and grant proposals.
15. Performs all duties of the Juvenile Probation Counselor.

### MINIMUM QUALIFICATIONS

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

### PREFERRED QUALIFICATIONS

One (1) year lead experience preferred.

### SPECIAL REQUIREMENTS

Applicants may be required to pass a criminal background check including fingerprinting, a reference verification, polygraph examination, and a psychological test.

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

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:

- best practices for Case Management Assessment Process (CMAP) of Washington State
- basic interviewing, diagnostic, and counseling techniques

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### KNOWLEDGE AND ABILITIES (Continued)

- individual and group behavior
- literature, developments, and trends in the social service area
- criminal and juvenile justice systems
- adolescent development, trauma-informed care and motivational interviewing
- racial and ethnic disparities in juvenile justice and the factors that contribute to those disparities
- crisis intervention and de-escalation techniques
- community-based resources

Ability to:

- organize and lead the work of subordinate level employees as required
- effectively train, coordinate, coach and evaluate the work of subordinate employees
- effectively interview clients, prepare treatment plans, determine courses of action and evaluate individual progress
- work with persons from a variety of socio-economic backgrounds and culturally diverse populations
- establish and maintain rapport with youth, families, and employees, guide them toward positive goals and communicate with them in an effective manner
- respond effectively in crisis and emergency situations
- express ideas and recommendations clearly and effectively both orally and in writing
- 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
- 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 Probation Counselor 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 Probation Counselors.

### 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](#)

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Class Established: January 1991 as Probation Counselor, Lead

Previous Spec No. 520567

Revised and Re-titled: July 1998

Revised: June 1996, January 2002, July 2003, November 2003

EEO Category: 2 – Professionals

Pay Grade: 241 – Classified Pay Plan

Workers comp: 5306 Non-Hazardous