



JUVENILE DIVERSION COORDINATOR

Department: Juvenile Court
Job Class #: 214000
Pay Range: Professional 03

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is varied, professional case management and volunteer coordination work in the area of juvenile diversion. An employee in this classification is responsible for training and coordinating volunteers and extra hires regarding the diversion process and statutory requirements; for monitoring diversion agreements to ensure compliance; for hiring, training, coordinating and supervising community service crew leaders; for assigning juvenile offenders to appropriate community service; and for developing, coordinating and monitoring job sites. Work is performed under the general supervision of an administrative superior and is reviewed periodically for compliance with governing laws and regulations, fulfillment of program objectives and quality of service provided.

ESSENTIAL FUNCTIONS

- Assists in the selection and supervision of diversion volunteers and extra-hires. Schedules, monitors attendance and coordinates changes in the schedule.
- Develops, organizes and conducts training of diversion volunteers and extra-hires in regards to RCWs applicable to juvenile diversion, Accountability Council guidelines, and interviewing juvenile offenders and their guardians. Provides updates in policy or procedure as necessary.
- Writes dispositional reports containing summary background data on the juvenile offender, the case and the victim; identifies sentencing alternatives.
- Conducts interviews, determines and presents the terms of the diversion agreement. Advises juvenile offenders and guardians of all statutory requirements and consequences of the diversion process.
- Monitors diversion agreements to ensure that requirements are met by the juvenile offender. Notifies appropriate parties of successful completion or refers back to prosecuting attorney for non-compliance.
- Evaluates, assesses and prepares written reports on cases.
- Maintains frequent contact and correspondence with juvenile offenders, counseling agencies, class providers, guardians, community service agencies and other applicable sources in order to monitor activity and progress of cases; maintains comprehensive log of contacts and information obtained relative to cases.
- Assumes responsibility for juveniles assigned to perform community service. Develops and implements individual placement or work crew assignment to meet conditions of the diversion agreement. Conducts on-site inspections and may supervise crews as necessary.
- Develops and monitors community service job sites; solicits funding.
- Trains and supervises community service crew leaders. Recruits, hires, coordinates and assigns work.
- Develops and compiles case data for grant proposal development and audits. May attend grant hearings and provide testimony. May attend audits by grant funding agencies. Administers the County grant by ensuring that requirements are met. Purchases equipment provided for by the grant.
- Notifies victims of crimes involving restitution of the amount and schedule of reimbursement.

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OTHER JOB FUNCTIONS

- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, guidelines and RCWs pertaining to juvenile diversion.
- Knowledge of the principles and practices of probation casework.
- Knowledge of basic interviewing, diagnostic and counseling techniques.
- Knowledge of community resources and agencies for development of job sites and client referral.
- Ability to assess client and community needs and problems.
- Ability to speak to groups and make oral presentations.
- Ability to assign and monitor the work of volunteers and extra-hires.
- Ability to set own priorities and work independently.
- Ability to communicate effectively both orally and in writing.
- Ability to work in high stress environment and crisis situations.
- Ability to develop and prepare grant funding proposals and monitor projects.
- Ability to maintain and prepare statistical information.
- Ability to plan and organize.
- Ability to establish and maintain effective working relationships.
- Ability to physically perform the essential job functions.
- Ability to meet the traveling requirements of the position.

RECRUITING REQUIREMENTS

Associates degree with major course-work in criminal justice, juvenile systems, social or behavioral sciences, or related field; and two or more years experience in fields related to the position. Additional education or experience may substitute for the recruiting requirements.