

DIVERSION COUNSELOR

JOB PURPOSE AND SUMMARY

To interview and evaluate clients and develop a case plan for first time felony and first time misdemeanor domestic violence offenders referred to the program by the Prosecuting Attorney's Office; to monitor compliance with the plan and intervene to assist clients when crises occur.

Receives direction from the Prosecuting Attorney.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES - Duties may include, but are not limited to, the following:

- Interview and screen first time felony offenders; review records checks and verify information; determine appropriateness of clients for the Diversion Program; explain requirements to clients.
- Develop terms and conditions into a case plan which clients must meet to participate; evaluate services clients need and refer them to community resources for treatment, counseling, jobs, housing, food; assist clients in securing needed services.
- Evaluate and refer clients to treatment programs for evaluation and treatment of problems resulting from substance abuse, domestic violence, mental illness or other specific problem areas.
- Monitor clients to insure adherence to case plans; meet with clients on a regular basis; check participation in referred programs.
- Intervene when clients experience crises; negotiate with clients and representatives of external agencies in the process of crises resolution; calm angry clients.
- Compile, write and present reports to the Prosecuting Attorney's Office regarding client information; compile statistics and maintain case records and files; complete legal paper work and contracts; justify, in written form, remands to the Court.
- Interact extensively with others in the justice system and community service agencies; establish and update knowledge base of available services.
- Gather information and determine appropriate restitution; collect and monitor restitution and diversion fees, drug fund contributions and court appointed attorney fees.
- Assist in program development and definition of procedures.

Clark County, Washington

- Testify in court as needed.

QUALIFICATIONS

Experience and Training:

- One year of responsible experience in interviewing, counseling and monitoring offenders within a criminal justice system.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, counseling, psychology, or social sciences or a related field.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Knowledge of: Interviewing and counseling methods; principles of mental health evaluation and diagnostic techniques; criminal justice systems, criminal proceedings and applicable regulations, statutes and codes; symptoms of alcohol and chemical dependency, domestic abuse , and family dysfunctions; available community resources and programs; negotiating, mediating, and problem solving techniques; crisis intervention methods.

Ability to: Analyze problems, identify alternative solutions, develop case plans and insure plan implementation; conduct interviews to accurately assess client needs; conduct research necessary to confirm information and identify resources; intervene to effectively resolve crisis situations; prepare clear and concise reports; maintain accurate and detailed records; communicate clearly, both orally and in writing; interpret and apply applicable policies, procedures, laws and regulations; establish and maintain effective working relationships with those contacted in the course of work, including County and other government employees and officials, community agencies, victims and clients.

Office use: 6/20/00
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