



Drug Diversion Court Services Resource Specialist

DEPARTMENT: DJA - Judicial Administration
DIVISION: Judicial Admin
SALARY: \$24.64 - \$31.23 Hourly
LOCATION: King County Courthouse - 516 3rd Ave, Seattle
JOB TYPE: Career Service, Full Time, 40 hrs/week
CLOSING DATE: 01/03/20 04:30 PM

SUMMARY:

The **Department of Judicial Administration** (DJA) provides professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process. **King County Drug Diversion Court** (Drug Diversion Court - DDC) is a criminal justice system program administered by DJA.

Drug Diversion Court provides eligible participants charged with felony drug and property crimes, the opportunity for drug treatment and access to other ancillary services and dismissal of their charges. DJA is seeking a **resource specialist** to provide services to participants of the Drug Diversion Court.

The DDC Resource Specialist serves as a member of the multidisciplinary DDC team, working directly with DDC participants to assist them with identifying goals and accessing vocational, educational and other ancillary services such as food, clothing, identification, transportation, healthcare, and financial benefits. This position also involves engaging local employers and vocational organizations willing to hire drug court participants/alumni, advocating for new opportunities for drug court participants within the community and educating the drug court team about available services and resources.

The DDC Resource Specialist, working within Drug Diversion Court Services, is a key member of the Drug Diversion Court team.

WHO MAY APPLY: This full time, career service position is open to all qualified applicants. The Department of Judicial Administration values diverse perspectives and life experiences, and encourages people of all backgrounds to apply

WORK LOCATION: This position is based at the King County Courthouse located at 516 3rd Ave. in Seattle and travels to attend meetings or perform duties at the Maleng Regional Justice Center, 401 4th Ave N. in Kent, and to other areas in King County to attend meetings with employers and service providers.

WORK SCHEDULE: This position is overtime eligible. The regular work week is 40 hours, Monday through Friday 8:00 am to 5:00 pm

Required Materials:

1. **King County Application Form**

2. **Answers to the Supplemental Questions**
3. **Resume**
4. **Cover Letter** detailing your background and clearly connecting your experience, skills and abilities with those required for this position. Please note, your Cover Letter may be evaluated as a writing sample.

Please note that you can attach multiple documents to your application. Your options are:

*Copy and paste one or more documents into the text resume section of the application.

*Attach multiple documents/files in the resume attachment section.

Contact information: For questions about the position, please contact Mary Taylor at 206-477-0795. For questions about the application process please contact Joy Fernandes at 206-477-0774.

JOB DUTIES:

The person selected for this position will be assigned a variety of tasks including but not limited to those listed:

1. Assess educational, vocational and employment needs/goals of drug court participants.
2. Develop an Empowerment Plan and timeline with DDC participants to address their identified needs and goals and work closely with them to achieve those goals.
3. Assist DDC participants in overcoming barriers to a productive lifestyle, including linking participants to appropriate funding, services and resources such as identification, transportation, and financial benefits.
4. Assess participants for eligibility and facilitate enrollment in Medicaid. Develop and maintain expert knowledge of Medicaid and other health insurance coverage options.
5. Attend weekly DDC orientation and intake sessions and check-ins to present overview on resource specialist services.
6. Ensure access to brochures, handouts and written materials (both in the courtroom and office) on services available in the community, including recovery oriented and recreational activities.
7. Report as requested to court, treatment agencies, and other service providers regarding participants' progress toward attainment of goals.
8. Track all Empowerment Plans and referrals in the DDC data base and provide updates on progress both orally and in writing.
9. Identify gaps and barriers in available community resources and work with drug court services staff to develop solutions to address gaps.
10. Conduct outreach to local employers and provide education regarding DDC and the population it serves. Identify local employers willing to hire drug court participants/alumni and advocate for new opportunities.
11. Attend team and community meetings as required.
12. Purchase, track and maintain courtroom incentives and participant supplies.
13. Help participants to identify and/or re-engage with family, friends, and other natural supports and other community resources such as recovery or spiritual communities.
14. Support the Drug Diversion Court's approach to accountability and empowerment, especially as it relates to productivity and community involvement.
15. Maintain a high level of competence in the understanding of substance use disorders, mental health issues, and socioeconomic and cultural factors.
16. Apply a professional and therapeutic approach to problem solving participant needs.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Applicant's experience must demonstrate the following knowledge, skills and abilities.

1. BA in Human or Social Services or related field and one year of experience providing direct service to persons who have experienced substance use or co-occurring disorders, and criminal justice involvement, or any combination of training, education and professional/ lived

experience that would likely provide the required knowledge and abilities to be successful in this position.

2. Experience assisting adults in setting and achieving educational, vocational and employment goals.
3. Strong knowledge of community resources and referral/follow-up processes.
4. Demonstrated knowledge of substance use and co-occurring disorders and the intersection between those disorders and the criminal justice system.
5. Working knowledge of Medicaid and other healthcare funding options.
6. Strong interpersonal skills, including the demonstrated ability to work in a cooperative and collaborative manner as a team member and to establish positive working relationships with other service systems and community members.
7. Strong communication skills, both written and verbal and the ability to listen with compassion and address sensitive issues in a caring, supportive manner.
8. Well-developed organizational skills, ability to plan/perform work independently and as part of the DDC team while managing a caseload of participants.
9. Knowledge and demonstrated experience providing trauma-informed and culturally sensitive services for persons from diverse backgrounds.
10. Demonstrated experience exercising judgment in relationship to ethical issues and boundaries with program participants.
11. Demonstrated experience in data entry, Microsoft office and email.
12. Willingness to accompany participants to appointments if necessary, and travel to multiple locations in King County.
13. Experience successfully managing a client caseload.
14. Demonstrated ability to work as an effective team member internally and externally.
15. Ability to motivate participants to engage in services and change behavior.

Desirable Experience:

- Credentialed by Washington State as a Certified Peer Specialist with at least six months of experience.
- Specialized training, work experience or lived experience in criminal justice, especially experience navigating therapeutic court processes.

SUPPLEMENTAL INFORMATION:

The selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing and interviewing, and complete reference checks. Applications will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited for an interview.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2019JF11087
DRUG DIVERSION COURT SERVICES RESOURCE
SPECIALIST
JF

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

Talent@kingcounty.gov

An Equal Opportunity Employer

Drug Diversion Court Services Resource Specialist Supplemental Questionnaire

- * 1. This position requires a BA in Human or Social Services or related field and one year of experience providing direct service to persons who have experienced substance use or co-occurring disorders,

and criminal justice involvement, or any combination of training, education and professional/ lived experience that would likely provide the required knowledge and abilities to be successful in this position. Describe how you meet this qualification.

- * 2. Describe your experience assisting adults in meeting educational, vocational and employment goals.
- * 3. Describe your experience referring to local service providers and assisting adults in obtaining ancillary resources such as identification, transportation, financial benefits, and Medicaid insurance.
- * 4. Describe your experience entering, tracking and maintaining program data.
- * 5. How do you see the work of a therapeutic court as supporting King County's commitment to equity and social justice?
- * Required Question