



Snohomish County

## Juvenile Probation Counselor Supervisor

<b>SALARY</b>	\$42.28 - \$51.41 Hourly \$7,328.61 - \$8,911.84 Monthly \$87,943.32 - \$106,942.08 Annually	<b>LOCATION</b>	Everett, WA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2024-SSC-4063
<b>DEPARTMENT</b>	Superior Court	<b>DIVISION</b>	Superior Court Juvenile Probation
<b>OPENING DATE</b>	01/29/2024	<b>CLOSING DATE</b>	2/19/2024 11:59 PM Pacific

### Description

As a Juvenile Probation Supervisor, you will work directly with Juvenile Probation Counselors who provide direct services to court-involved youth and families. You will coach and lead the Probation Counselors in providing trauma-informed services, working closely with judges, attorneys, youth, and families. Part of this work includes program development and community involvement.

### SKILLS YOU WILL NEED

**To thrive in this role, you must have** a good understanding of the work of Juvenile Probation Counselors and of Juvenile Court processes and procedures. You need excellent communication skills, including the ability to lead and inspire others.

### PREVIOUS EXPERIENCE/TRAINING THAT SUPPORTS YOUR SUCCESS

A college degree in social work, criminal justice, youth development or related field will provide you the education to understand the tasks of this position. Experience as a Juvenile Probation Counselor is helpful, as well as experience working directly with court-involved youth and families.

**We are proud to offer an outstanding** benefit package to employees and their dependents.

You'll get PERS retirement contributions, excellent medical, dental and vision insurance, with long-term disability, life insurance, and more.

We provide:

- 40-hour work week
- 11 paid holidays
- Paid sick leave and vacation leave
- 2 bonus floating holidays

### Selection process:

Applicants must electronically submit an application through Snohomish County's NEOGOV site. **A resume and cover letter are required.**

When your application is complete, verify the information and make sure there is nothing missing. Click on **APPLY & SUBMIT** and then click on **CHECK APPLICATION STATUS**.

If you have problems with your **application** please contact NEOGOV Applicant Support at 855-524-5627.

If you have any questions about **this position**, please contact Superior Court's Human Resources team at SSC-HumanResources2@co.snohomish.wa.

### BASIC FUNCTION

To administer Probation programs and to supervise and coordinate the activities of Probation Counselors and/or Social Service Volunteers.

## **Job Duties**

### 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 program services with other units within the department; screens new cases and assigns the appropriate staff; advises and assists other departmental employees.
3. Develops and reviews the operational policies and procedures to interpret, apply and ensure compliance with related laws, rules, regulations and codes.
4. Gives presentations regarding program services and activities.
5. Develops divisional programs and prepares grants; monitors and initiates program changes as necessary.
6. Performs related duties for their supervisor in her/his absence as assigned.
7. 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

1. Assures all duties of subordinate employees are appropriately assigned and may perform duties of a Probation Counselor or Probation Counselor Senior as necessary.
2. Participates in the preparation of court goals, objectives and the annual budget; ensure accountability of grant funds.
3. Performs related duties as required.

## **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. 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.
- 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.

## **Additional Information**

KNOWLEDGE AND ABILITIES

Knowledge of:

- interviewing, diagnostic and counseling methods and techniques;
- the literature, trends and developments in the social services area;
- the judicial and criminal justice systems;
- mental health, drug abuse and alcohol treatment systems;
- local, state and federal social service resources and agencies;
- the basic principles of program planning and supervision.

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees;
- effectively interview clients, prepare treatment plans, determine courses of action and evaluate individual progress;
- 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 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.

PHYSICAL REQUIREMENT

Expressing or exchanging ideas by means of the spoken word. Ability to receive detailed information through oral communication. Personal contacts are usually with other employees within the same work unit, supervisor and representatives from various departments, agencies and offices.

SUPERVISION

The employee reports to an administrative superior. The work is performed with considerable independence in accordance with established policies and procedures. The employee supervises the work of subordinate 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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**Agency**

**Address**

Snohomish County

3000 Rockefeller Ave M/S 503

Everett, Washington, 98201

**Phone**

(425) 388-3411

**Website**<http://www.snohomishcountywa.gov/2553>**Juvenile Probation Counselor Supervisor Supplemental Questionnaire****\*QUESTION 1**

Do you agree to answer each question truthfully and that your responses can be supported by your general application/work history and by your references?

- ☐ Yes
- ☐ No

**\*QUESTION 2**

Please select your highest level of education from the following choices.

- ☐ HS Diploma or GED
- ☐ AA Degree
- ☐ BA/BS in psychology, social welfare, education, human services or closely related field
- ☐ BA/BS, MA/MS or Ph.D. degree in unrelated field
- ☐ None of the above

**\*QUESTION 3**

How much experience do you have in counseling, interviewing, vocational guidance or crisis intervention?

- ☐ No experience
- ☐ Some experience but less than two years
- ☐ At least two years but less than four years
- ☐ At least four years but less than six years
- ☐ Six or more years

**\*QUESTION 4**

The next four questions will be used as part of the screening process. Please answer these questions with as much detail as possible – the answers to these questions will be used to determine who screens in for an interview. We will not review your application, resume or cover letter during this portion of the process.

- ☐ Yes
- ☐ No

**\*QUESTION 5**

Please describe your experience working with community partners to develop youth programming and/or presenting information to groups of people.

**\*QUESTION 6**

**Please think about your experience as a volunteer, intern or employee working with diverse youth populations. Please describe your approach in developing positive youth or family programming.**

**\*QUESTION 7**

**Please describe your experience supervising or leading employees or volunteers, including providing constructive feedback, completing performance evaluations, developing positive rapport, reviewing work for accuracy, and providing training.**

**\*QUESTION 8**

**Please describe your work experience with the criminal and/or juvenile justice systems.**

**\* Required Question**