



PIERCE COUNTY
invites applications for the position of:

Behavioral Health Adult Probation Supervisor

SALARY: \$36.78 - \$41.75 Hourly

OPENING DATE: 01/06/15

CLOSING DATE: 01/21/15 11:59 PM

DESCRIPTION:

This position will have primary responsibility for helping develop a new Behavioral Health Unit in the District Court's Probation Division. The goal of this effort is to provide effective intervention, and coordination of follow up services for individuals on probation with the court who manifest serious behavioral health issues, and are at risk of failing to comply with court ordered conditions of probation. The program scope will include intense monitoring of the focused client group, and interface with the community of behavioral health treatment providers.

The mission of Pierce County District Court, as an independent and impartial branch of government, is to promote respect for law, society and individual rights; provide open, accessible and effective forums for dispute resolution; resolve legal matters in a just, efficient and timely manner and assure the dignified and fair treatment of all parties.

Pierce County District Court is a court of limited jurisdiction hearing the following cases:

- Traffic and non-traffic infractions
- Criminal and criminal-traffic misdemeanors and gross misdemeanors
- Civil matters for damages for injury to individuals or personal property and contract disputes no greater than \$75,000
- Small claims for recovery of money not to exceed \$5,000
- Name changes
- Antiharassment protection orders
- Stalking protection orders

POSITION SUMMARY:

This is a supervisory position that is a professional and administrative position for Pierce County District Court. The supervisor performs duties of both supervisory and an administrative nature and serves in the capacity of the probation manager when the probation manager is not available. The supervisor evaluates the work performance of Behavioral Health probation officers and provides orientation and extensive training to probation level staff. The duties also include assisting the probation manager in planning, designing, and implementing programs and projects. This work involves originating new policies and techniques to deal with the many complex duties of the Probation Division of Pierce County District Court as well as coordinating these duties and functions through subordinates. This position reports directly to the probation manager.

- Act as primary liaison for community behavioral health treatment agencies

- Facilitate cross-departmental and inter-agency collaboration with an emphasis on assisting Behavioral Health probationers
- Maintain and monitor statistics, outcomes and performance measures for the Behavioral Health Unit
- Act as the liaison between all interagency and community programs such as jail services, local behavioral health treatment agencies and present probationers status to the court in a clear concise manner
- Serves as the probation manager when the probation manager is not available
- Directs and supervises pre-sentence investigations
- Provides education and direction to probation officer staff in specialized areas, i.e., domestic violence, substance abuse, mental health, behavioral health and sexual deviancy.
- Provides direction to staff and assists in the development and implementation of individual probation plans for routine and complex case management
- Effectively persuade, inform, educate, train, solicit information, and work with a wide variety of individuals and groups
- Supervises and evaluates the work performance of probation officers
- Represents the probation manager for the Probation Division of Pierce County District Court or serves as liaison for various local and state professional boards and committees
- Reviews new legislation and WACs for impact on Probation Division operations
- Writes performance evaluations for subordinate probation staff to ensure consistent application of probation personnel policies
- Assess training needs for probation officers and subordinate supervisory staff to promote staff development. Coordinate needed training and the maintenance training records
- Maintain and monitor statistics, outcomes and performance measures for the assigned unit
- Participates in the establishment of the Probation Division goals and objectives
- Handles reduced size client case load
- Assist in the development of individualized client service plans in cooperation with representatives of the criminal justice system, treatment facilities, and other community services in response to client needs
- Assist clients in determining eligibility for services and benefits
- Performs related work as required by the probation manager

QUALIFICATIONS:**REQUIRED:**

- A Bachelor's Degree in a related field. A course study in Sociology, Psychology, or Criminal Justice with concentration in the social/behavioral sciences is preferred.
- Three years of experience in behavioral health case management or direct services with persons with severe and persistent mental health needs/substance use disorders.

PREFERRED:

- Masters Degree in, Criminal Justice, Sociology, Psychology or Social Work with a focus in dealing with complex legal and human issues.
- Supervisory experience.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

- A valid Washington State driver's license may be required when travel is required of the position.
- A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.
- Once hired, attendance and successful completion is required at the Correctional Services Academy, RCW 43-101-220 to retain employment

- Ability to complete the First Level Supervision Course # 4127 at the Washington State Criminal Justice Training Commission within six months of employment as required under RCW 43-101.350.

This announcement is not intended to reflect all duties to be performed by our next team member, but shall present a descriptive list of the range of duties that may be performed. To view the complete classification, [click here.](#)

SUPPLEMENTAL INFORMATION:

To be considered for this opportunity please:

- **Submit a Letter of Interest, Resume, and Professional References and Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.**
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format you may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.piercecountywa.org/jobs>

Position #15-00012
BEHAVIORAL HEALTH ADULT PROBATION SUPERVISOR
MM

615 S 9th Street
Tacoma, WA 98402
(253) 798-7480
(253) 798-7480

pchumanresources@co.pierce.wa.us

Behavioral Health Adult Probation Supervisor Supplemental Questionnaire

* 1. Please select the level of education that best describes your level of education.

- Less than High School or GED
- High School or GED
- Associates Degree
- Bachelors Degree
- Bachelors Degree with course study in Criminal Justice, Sociology, Psychology or Social Work
- Masters Degree
- Masters Degree in Criminal Justice, Sociology, Psychology or Social Work

- * 2. How many years of experience do you have in behavioral health case management?
 - None
 - 1 year to less than 3 years
 - 3 years to less than 5 years
 - 5 years to less than 10 years
 - more than 10 years
- * 3. How many years of experience do you have in direct services with persons with severe and persistent mental health needs or substance use disorders?
 - None
 - 1 year to less than 3 years
 - 3 years to less than 5 years
 - 5 years to less than 10 years
 - more than 10 years
- * 4. How many years of supervisory experience do you have?
 - None
 - 1 year to less than 3 years
 - 3 years to less than 5 years
 - 5 years to less than 10 years
 - more than 10 years
- * 5. Briefly describe your behavioral health case management experience in interfacing with probation services.
- * 6. List your first three priorities in networking/coordinating services within the community to assist a behavioral health probationer.
- * 7. Describe your leadership style. What leadership qualities do you feel you possess?
- * 8. Did you attach your Resume, References, and Letter of Interest?
 - Yes
 - No
- * Required Question