



**SNOHOMISH COUNTY**  
invites applications for the position of:

## **Juvenile Program Coordinator**

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**SALARY:** \$26.84 - \$32.61 Hourly  
\$4,652.41 - \$5,652.37 Monthly  
\$55,828.92 - \$67,828.44 Annually

**OPENING DATE:** 02/10/16

**CLOSING DATE:** 02/21/16 11:59 PM

**DESCRIPTION:**

BASIC FUNCTION

To provide technical guidance to, and assist in, the supervision of a Juvenile Court program related to the Volunteer Guardian-ad Litem program supporting dependent and neglected children. The Program Coordinators both supervise volunteer child advocates and manage a caseload of their own.

SELECTION PROCESS

**In order to be considered for this position, applicants must submit a cover letter and resume.**

1. Application received
2. Supplemental questions reviewed and scored for qualified applicants
3. Review of applications
4. Interviews with the most qualified applicants
5. Second interviews may be conducted at management's discretion
6. Must pass a criminal background check. May need to pass a polygraph examination and a psychological examination
7. Job offer to selected candidate; anticipated start date is April, 2016

**JOB DUTIES:**

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provide direct supervision, assign daily work, work schedules and train subordinates and volunteers; review work to ensure accuracy and compliance with instructions and established procedures; handle day-to-day personnel questions and problems.
2. Assist staff and volunteers in preparing cases for court; support volunteers and/or substitute for volunteers in court hearings.
3. Resolve crisis situations; monitor volunteer performance; assess and interview each individual for eligibility and/or legal needs for program participation.
4. Enforce rules; interview; prepare and/or assist volunteers in preparing reports on individuals from information gathered from various social service and legal professionals and agencies; prepare and complete required and related forms, records, documents, and reports of programs activities.
5. Develop policies and procedures for administration approval.
6. Perform ongoing public relations work; recruit, screen and train employees and volunteers; act as liaison between clients, volunteers and various components of the dependency system.

STATEMENT OF OTHER JOB DUTIES

1. Purchase supplies and maintain inventory.

2. May participate in and make recommendations regarding selection, discipline and termination of volunteers.
3. Perform related duties as required.

## **MINIMUM QUALIFICATIONS:**

### MINIMUM QUALIFICATIONS

A Bachelor's degree in psychology, sociology, social work, social welfare, counseling and guidance or closely related field; PLUS, two (2) years of experience in counseling, interviewing, vocational guidance or crisis intervention; work experience with a volunteer and/or Juvenile Court Program preferred; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job-related tests.

Applicants must include a resume and cover letter that documents in detail their qualifications and experience related to the *Minimum Qualifications* and *Knowledge and Abilities* as outlined in this job announcement. Interviews for the top candidates will include a written exam and oral interview. Second interviews may be held at management discretion.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Applicants must successfully pass a criminal background investigation, reference verification, polygraph examination, and a psychological examination.

## **ADDITIONAL INFORMATION:**

### KNOWLEDGE AND ABILITIES

Knowledge of:

- basic interviewing, diagnostic, and counseling techniques;
- individual and group behavior;
- literature, developments, and trends in the social services area;
- Juvenile justice and dependency system.

Ability to:

- lead groups of employees, volunteers and/or clients in performance of assigned tasks;
- organize and lead the work of subordinate level employees and volunteers as required;
- effectively train, coordinate and evaluate the work of subordinate employees and volunteers;
- effectively interview clients, prepare treatment plans, determine courses of action and evaluate individual progress;
- relate to and communicate with persons of diverse ages, social, economic, cultural and educational backgrounds;
- communicate with them 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 work relationships with justice system officials, community organizations and agency staff, associates, other county employees and the public;
- 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.

### SUPERVISION

The employee reports to the Community Services Supervisor or other administrative superior as assigned. The work is performed with considerable independence in accordance with established policies and procedures. The employee acts as lead and assists in the supervision of subordinate employees and volunteers.

WORKING CONDITIONS

The work is performed in the usual office environment. Some evenings and weekend work will be required.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.snohomishcountywa.gov/2553/Job-Listings>

Position #2016-SSC-4048  
JUVENILE PROGRAM COORDINATOR  
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