SNOHOMISH COUNTY
invites applications for the position of:

Juvenile Community Program Specialist - Superior Court

SALARY:	$29.81 - $36.23 Hourly $5,167.92 - $6,280.02 Monthly $62,015.04 - $75,360.24 Annually
OPENING DATE:	01/06/22
CLOSING DATE:	01/23/22 11:59 PM

DESCRIPTION:

Superior Court is recruiting for a Juvenile Community Program Specialist (JCPS). As our next JCPS, you will use your passion for learning, commitment to our community, and ability to build community partnerships. You'll have an opportunity to use your background working with youth who are impacted by mental health and chemical dependency. Working with the team, you will be able to develop creative, effective programs to serve historically marginalized youth. We look forward to exploring this opportunity with you through our application process. Please share your information with us by 11:59 PM on January 23, 2022.

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
- 10 paid holidays
- Paid sick leave and vacation
- 2 bonus floating holidays.

Selection process:
Applicants must electronically submit an application through Snohomish County's NEOGOV site. A resume and cover letter are not 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.

Anticipated hiring timeline:
1. Application received on or before January 23, 2022
2. Initial screening for minimum qualifications and essay questions reviewed by subject matter experts
3. Zoom interviews with the most qualified applicants February 1-3, 2022. Interviewees may be asked to complete written questions prior to the interview date.
4. Prior to hire, candidates will need to meet all special qualifications as listed below.
5. Anticipated start date on or around March 1, 2022.

Covid-19 Vaccination Requirement:
Employees hired into this position are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

BASIC FUNCTION

To supervise, monitor, instruct, and counsel juveniles either assigned pursuant to a court order or referred by a Probation Counselor or a Truancy Official into a Community-Based Probation Program.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, supervises, instructs,monitors and evaluates the compliance of juveniles in the completion of court ordered confinement or probation referred in a non-secure community-based program; transports juveniles to and from site and program activities; evaluates juvenile and recommends appropriate placement, which may include secure detention upon the approval of a Youth Enrichment Services senior, supervisor or manager.
2. Encourages compliance with program rules and responsibilities; presents and explains project rules, conduct expectations and consequences; directs, monitors and encourages behavioral compliance within established policies and procedures; prepares incident reports and determines sanctions for non-compliance; imposes program restrictions; intervenes in crisis situations; transports youth to secure detention and/or county jail for non-compliance; assists probation staff in securing warrants; testifies in court.
3. Assists juveniles and families in resolving crisis situations, identifies barriers to future success.
4. Develops program agenda and curriculum in the areas of lifeskills for juveniles in the Youth Enrichment Services programs; conducts the training, leading and facilitating of classes and programs for juveniles; assists school district classified personnel in teaching juveniles in a community classroom and proctoring tests; instructs youth in the performance of positive youth development community service activities; schedules field trips and recruits program volunteers.
5. Arranges and provides transportation for Youth Enrichment Services programs.
6. Monitors the safety and security of the youth in the program.
7. Conducts one-on-one and/or group counseling sessions offered by Youth Enrichment Services.
8. Conducts and interprets data collected through Youth Enrichment Services intake and screening to assist in placing the juvenile into the proper program.
9. Identifies crisis situations, assesses and interviews each individual using motivational interviewing techniques to encourage program participation and assure appropriate placement in Youth Enrichment Services programs.
10. Participates in the evaluation of juveniles to determine the formulation of educational plans and makes recommendations to the court and School Districts for the reintegration of a juvenile into proper educational settings; provides transitional services to juveniles returning to community schools; assist parents with program information, educational resources and community service options.
11. Performs ongoing public relations work to maintain positive relations between court, youth, youth's parents/guardians, various professional agencies and the community; presents information to the public regarding Youth Enrichment Services programs as alternatives to secure detention; confers with various officials and professionals on status of incarcerated and/or probationary juveniles.
12. Explains and interprets house arrest policies and procedures; sets up and monitors juvenile electronic monitoring devices; responds to and resolves problem situations; directs juveniles to report to secure detention for non-compliance.

13. Assists in the training of new program employees.
14. Maintains necessary records, collects and records data, and prepares required reports.
15. Develops, designs, creates and places into practice new and innovative community-based juvenile programs.
16. Works independently with approximately 10 youth in a community or school setting.
17. Assists in building program; maintains and delivers evidence-based programming.

STATEMENT OF OTHER JOB DUTIES

1. May assume coverage duty functions in the absence of support staff.
2. Performs related duties as required.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in a social or human service field; AND, two (2) years experience in the supervision of juveniles (paid or volunteer) with preference for experience in community based or residential programs; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

- Must be at least 21 years of age.
- A valid Washington State Drivers License is required for employment.
- Applicants must successfully pass criminal background and professional reference checks. Having a criminal history will not automatically disqualify you from working for Snohomish County Superior Court. All employment decisions are made on a case by case basis.
- Because Juvenile Community Program Specialists work directly with court-involved youth who are under 18, finalist candidates will be asked to participate in polygraph and psychological testing, with the primary assessment on honesty.
- Must obtain a valid First Aid / CPR Card within six (6) months of employment.
- Successful completion of the Washington State Criminal Justice Training Commission Juvenile Services (Probation) Academy may be required within six (6) months of employment.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- juvenile behavior patterns
- current strategies to improve juvenile justice
- racial and ethnic disparities in juvenile justice and the factors that contribute to those disparities
- interviewing, counseling and motivational interviewing techniques
- confidentiality in juvenile corrections and criminal justice positions in general
- literature, developments, and trends in the social services area with emphasis on juvenile community-based programs
- individual and group behavior
- community based resources including educational, social and health services agencies
- basic principles of program planning and youth supervision
- group dynamics and de-escalation skills
- curriculum development and instructional techniques
- criminal and juvenile justice systems

Ability to:

- independently make sound decisions in crisis and emergent situations
- establish and maintain a rapport with juveniles, guiding them toward positive goals
- communicate with juveniles in ways that are both supportive and direct
- use critical thinking skills on a daily basis
- exercise discretion, initiative and judgment
- design, write, edit, publish and distribute quarterly program newsletters
- develop curriculum, design lesson plans and instruct juveniles
- monitor the activities of juveniles in a structured setting
- organize and express oneself in written and oral communication
- apply abstract principles, guidelines and concepts to concrete work situations
- work well independently, with a minimal amount of direct supervision
- work with persons from a variety of socio-economic backgrounds and culturally diverse populations
- instruct juveniles in "life skill" classroom activities
- instruct and monitor juveniles in "community service" type activities in public settings
- facilitate discussion with a group of youths
- organize data for presentations
- establish and maintain community support groups and professional contacts
- develop and deliver monthly unit meeting agenda
- use physical force effectively and responsibly, including use of mechanical restraints
- use a variety of mechanical and power tools to support youth in performance of projects
- operate computer software applications including word processing, spreadsheets and databases
- operate internet based electronic tracking systems

PHYSICAL EFFORT

Good physical condition is required to deal with occasional violent or threatening behavior on the part of Juveniles.

Employees may be required to restrain Juveniles and lift or move items weighing up to forty (40) pounds.

SUPERVISION

Employees in this classification report to the Youth Enrichment Services Supervisor or the administrative superior as assigned. The work is performed with considerable independence with periodic reports to supervisor on the status of projects. Employees may work by themselves in the evening and on weekends. Employees supervise youth in compliance with court ordered confinement in a non-secure environment. This classification provides supervision for at-risk youths in sensitive public and private venues.

WORKING CONDITIONS

Work is performed inside but may include outdoor work in all kinds of weather. The employee must be able to work a variable work schedule which may include extended hour days, shift work and work on weekends and holidays. The employee may be required to work at a computer one or more hours per shift. The employee must be willing and able to use appropriate levels of verbal and/or physical force and mechanical restraints on aggravated or hostile youth when necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
EEO policy and ADA notice

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.snohomishcountywa.gov/2553

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

Human.Resources@snoco.org

Position #2021-SSC-4055
JUVENILE COMMUNITY PROGRAM SPECIALIST - SUPERIOR COURT
JW

Juvenile Community Program Specialist - Superior Court Supplemental Questionnaire

* 1. Superior Court uses your answers to the following questions to decide if you are invited to interview. **Each answer should be 300-500 words in length.** We're looking for your thoughts, not the thoughts of others. Cutting/copying/pasting from internet sources without citation is not allowed and may prevent you from getting an interview. Your identifying information will be withheld from those who score your answers to minimize any potential bias in scoring these questions. I have read the above and understand that my answers will determine if I get an invitation to interview.

❑ Yes ❑ No

* 2. Superior Court is interested in creating a diverse pool of candidates for our Juvenile Community Program Specialist position. To that end, we are interested in receiving applications from candidates who are able to meet the minimum qualifications through a combination of experience, education and training. We will consider applicants who do not have a bachelor's degree in counseling and 2 years professional experience supervising, guiding and supporting juveniles if the applicant has other experiences that provide similar background. **Please take time to fully explain your qualifications.**

* 3. Snohomish County Superior Court serves diverse families impacted by cultural, social, economic, and other challenges (see the definition of the term intersectionality online) Please provide an example of the work have you done to help all families receive the services and support they need, acknowledging that communities are impacted differently by the world around them.

* Required Question