

UNION COUNTY JOB DESCRIPTION

JOB TITLE: DIVERSION COUNSELOR

DEPARTMENT: JUVENILE

DATE: 04/17/24

APPROVED BY: Juvenile Department Director

POSITION SUMMARY: Works with at-risk youth and families to provide diversion and prevention services. Performs professional case management in the counseling, tracking, and rehabilitation of youth offenders; to perform related work as required.

DISTINGUISHING FEATURES: Provides professional diversion services for juveniles falling under the jurisdiction of the juvenile department. Work is performed within the framework of restorative justice, in addressing needs of offenders, their families and crime victims in the areas of accountability, competency development and public safety. An employee in this class works under the general supervision of the Juvenile Department Director, who reviews work for adherence to established policies and procedures through consultation and review of reports.

ESSENTIAL JOB FUNCTIONS (illustrative only): Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed.

- Facilitate individual and group activities, including but not limited to anger management, art, music, cooking, games, and any pro-social activities that build skills and model constructive use of free time.
- Manage a caseload of delinquent youth.
- Conducts comprehensive risk assessments, surveys, and interviews with offenders, parents, law enforcement officers, court personnel, schools, victims, and treatment agencies to determine facts and appropriate course of action.
- Identifies and develops community resources and support programs.
- Develops and implements case plans with youth and parents with the goal of developing skills and pro-social behavior, in addition to repairing the harm caused to the community and victim(s).

- Counsels and supervises juveniles placed on formal probation, formal accountability agreements or diversion which includes monitoring and tracking the terms and conditions of probation through regular contacts at office, residence, school, places of work or in the community.
- Responds promptly to emergency situations and crisis calls at the request of law enforcement officers, treatment providers, school personnel, parents or other individuals.
- Provides counseling, both crisis and other for families and juveniles individually.
- Provides necessary transportation for juveniles locally and to and from facilities, when transporters are unavailable.
- May share 24 hour on-call responsibilities with other staff.
- Enters and retrieves offender information in the Juvenile Justice Information System (JJIS) as established in policy, procedure and standards.

AUXILIARY JOB FUNCTION: Provides outreach and education to local at-risk and mainstream students. Transports juveniles locally and to and from other facilities when transporters not available. Enters specific data into the Juvenile Justice Information System. Responds and provides assistance to law enforcement agencies, schools and other social service agencies. Performs additional interoffice tasks as assigned. Maintains proficiency by attending training, conferences, and meetings. Meets with the Director of the Juvenile Department on an ongoing basis.

JOB QUALIFICATION REQUIREMENTS: Considerable knowledge of juvenile behavior and adjustment problems and methods of treating them, and of the Juvenile Justice System in the State of Oregon. Knowledge of counseling methods and techniques. Ability to prepare accurate and complete reports and court documents on a PC. Communicate effectively both verbally and in writing. Develop and maintain effective working relationships with schools, other social service professionals, law enforcement personnel, parents, juveniles and the general public. Remain calm and work successfully with individuals and families in crisis and emotional situations. Have the ability and skill to work with maladjusted children, adolescents and their families. Proficiency with PC's and data entry into a statewide network system. Willingness to be available on a 24 hour on-call basis, as needed.

MANDATORY REQUIREMENTS: Bachelor's degree in social work, psychology, criminology, sociology or related field, preferably supplemented by experience in working with delinquent or troubled juveniles, or any equivalent combination of experience and training which demonstrates the ability to perform the duties above. Requisite experience may be accepted in lieu of Bachelor's degree.

DESIRABLE REQUIREMENTS: Completion of the Oregon Juvenile Department Directors Association courses (i.e. Fundamental Skills Training).

SPECIAL REQUIREMENTS: Must have a valid Oregon State Driver's License. Must satisfactorily complete courses regarding the Juvenile Justice System and receive appropriate certifications on an ongoing basis. Must pass a law enforcement background check.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position the employee is frequently required to sit at a desk for long periods of time. The position requires mobility and the ability to operate a motor vehicle. Manual dexterity and coordination are required for periods of time while operating equipment such as a computer keyboards and motor vehicles.

WORKING CONDITIONS: Work locations are in all types of indoor and outdoor environments. Contact with individuals who may be violent, combative and under the influence of drugs or alcohol or who may have a communicable disease. Employees at times operate Sheriff's vehicles and may be required to sit for extended periods of time while performing various duties.

SUPERVISORY RESPONSIBILITIES: Supervision is not normally a responsibility of positions in this classification.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Juvenile Department Director who reviews work for adherence to establish policies and procedures through consultation and review of reports.