



## UNION COUNTY

### Job Description

<i>Title</i>	Deferred Prosecution Program Coordinator
<i>Department</i>	District Attorney's Office
<i>Date</i>	9/11/2024
<i>Salary</i>	Range 16 \$3,099 to \$3,956 @ .75 FTE (28 hours per week)
<b><i>Purpose</i></b>	

The Deflection Program Coordinator is responsible for coordination of the county's Oregon Behavioral Health Deflection (BHD) Program including convening deflection program partners; managing grant program funds awarded; and tracking and reporting data as required by the Oregon Criminal Justice Commission.

#### ***Essential Functions***

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives.

- Coordinate the development and operations of a department or county wide program(s); implement program plans and monitor effectiveness and evaluate outcomes; perform program analysis of fiscal, administrative, and operational activities.
- Participate in the development of the program budget; track revenues and expenditures and accounts for variances; assist in grant writing; and participate in the distribution and monitoring of the expended grant funds.
- Track and report program data as required by the Oregon Criminal Justice Commission.
- Communicate with program partners concerning persons participating in the program and any other matter necessary for the administration of the program.
- Provide information as directed by the District Attorney or designee.
- Maintain Behavioral Health Deflection program records and files. Submit reports and program statistics as required.
- Assist clients to access treatment services from the first point of police contact.
- Act as lead in improving, coordinating, promoting and developing needed resources.
- Establish and maintain liaisons with similar personnel engaged with



---

other programs and agencies.

- Make recommendations to increase the effectiveness of existing programs and methodologies based on assessment, relevant literature, and research.
- Consult with the District Attorney, department managers, and community partners in recommending and establishing program policies.
- Interpret policy and procedures, assures compliance, monitors non-compliance, and makes recommendations for appropriate corrective action.
- Prepare, negotiate, administer, and monitor contractual service agreements and vendor contracts; serves as liaison with service providers and vendors.
- Conduct training for county staff and community partner agencies in specific programs and their utilization.
- Design and recommend implementation of internal communications related to a program to promote awareness of the goals and activities of the program; and assist in the development of external communications and advertisement for programs and events.
- Serve as the liaison between the Deflection Program/Deferred Prosecution assigned defense attorney, the program entrant, and the District Attorney's Office. This shall include but not limited to; ensuring contact information and any requisite law enforcement reports/referrals for the program entrant is shared with the defense attorney and vice versa.
- Perform other duties as assigned.

### ***Mandatory Qualifications***

#### *Education and Experience:*

Associates degree in public or business administration, social work or related field;  
AND

Two years of responsible experience in program coordination, planning, development and evaluation; OR

Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Union County.

#### *Knowledge, Skills and Abilities:*

Knowledge of methods and techniques of program research, design, development, implementation, monitoring and evaluation; principles and practices of contract monitoring; grant writing techniques; methodologies of program assessment and evaluation; resources available necessary to plan, develop and administer programs in areas of specialty.

---



Skill and ability in English usage, spelling, grammar and punctuation; basic mathematics; applying knowledge to the development, implementation and evaluation of programs; setting goals, planning, establishing and implementing procedures; compiling data from various sources, analyzing data, preparing evaluation reports and integrating plans; developing and maintain productive liaison and contacts with citizen boards, commissions, public and private agencies, department programs and County departments; communicating clearly and concisely, both orally and in writing; effectively analyzing data and results of evaluative research; establishing and maintaining positive working relationships with coworkers and the public.

### ***Desired Qualifications***

Bachelors degree in public or business administration, social work or related field.  
Bilingual

### ***Physical Demands***

Physical demands of the position are minimal involving moving books, files, equipment, etc. weighing up to 25 lbs.

Union County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

### ***Working Conditions***

Duties are performed in an office environment. Employee may come into contact with violent and combative individuals requiring considerable communication skills. Some individuals may be under the influence of drugs/alcohol, mentally ill, or have communicable diseases.

### ***Supervision Received and Exercised***

The Deflection Program Coordinator operates under the direction of the District Attorney or designee. Supervision of other employees is not a typical responsibility of this position.