

Authorization No.:  
Position No.:  
Pay Grade:  
Date:

## **ISLAND COUNTY** **SUMMARY JOB DESCRIPTION**

**POSITION: ALTERNATIVES TO DETENTION COORDINATOR**  
**POSITION NUMBER: 1402.08**  
**CURRENT EMPLOYEE:**  
**ANNUAL HOURS WORKED: 24 HOURS PER WEEK**

### **1.0 MAJOR FUNCTION AND PURPOSE**

- 1.1 Employee in this position is required to supervise juvenile offenders that have been sentenced to secure detention with the potential opportunity to resolve the sentence by performing restorative justice activities in lieu of secure detention.
- 1.2 Coordinate with local communities to establish activity project sites which focus on restorative justice principles to incorporate accountability and integration by providing youth with meaningful opportunities to give something back to the community.

### **2.0 SUPERVISION RECEIVED**

- 2.1 Employee in this position is given significant discretion within the scope of policy and procedure in the routine performance of his/her duties; supervision and guidance are received from the Administrator and or Probation Manager.

### **3.0 SUPERVISION EXERCISED**

- 3.1 Employee in this position supervises juvenile offenders performing restorative justice activities on crews.

### **4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

- 4.1 Responsible for supervising crews of juvenile offenders who have been sentenced to serve secure detention but have been given the opportunity to perform restorative justice activities on a crew to benefit the community.
- 4.2 Assist the juvenile offenders to become connected with their community in positive, healthy ways.

- 4.2 Responsible for coordinating with the local community agencies to establish activity project sites for the offenders that provides meaningful opportunities for the youth to contribute to the community in a positive way.
- 4.3 Attend court hearings and complete necessary packets with youth and parent(s), guardian(s) after sentencing.
- 4.4 Responsible for screening referrals from probation counselors to determine potential eligibility for appropriate placement on the crew.
- 4.5 Responsible for maintaining the safety and security of the juveniles on the crew as well as the public participating with the juveniles at the restorative justice project site.
- 4.6 Responsible for maintaining outcome based data for quarterly reports for the Juvenile Accountability Block Grant.
- 4.7 Other duties as assigned.

**5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- 5.1 Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks.
- 5.2 Maintain a high standard for accuracy, completeness and efficiency in the preparation of reports.
- 5.3 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a professional manner.
- 5.4 Effectively communicate with others for purposes of gathering and relating information.
- 5.5 Understand the need for maintaining confidentiality of sensitive information.
- 5.6 Independent and self motivated to complete required deadlines while simultaneously completing other tasks.
- 5.7 Familiarity with juvenile legal issues and requirements.
- 5.8 Understand restorative justice principles as it applies to the juveniles participating on the crew.
- 5.9 Ability to work with juvenile criminal offenders and provide the necessary strength based motivation for positive outcomes.

**6.0 EDUCATION, EXPERIENCE AND CERTIFICATES**

- 6.1 Valid Washington State Drivers License
- 6.2 A combination of education, training and experience that would likely provide the required knowledge and abilities to perform the specified duties.
- 6.3 Previous experience in working with juvenile offenders preferred.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

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<b>DATE</b>	<b>DEPARTMENT HEAD</b>
_____	_____
<b>DATE</b>	<b>EMPLOYEE</b>