

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE:** Diversion Coordinator

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**Exempt (Y/N):** No

**DATE PREPARED:** May 2013

**DEPARTMENT:** Juvenile Court

**SUPERVISOR:** Circuit Court Judge/  
Chief Juvenile Officer

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**SUMMARY:**

The incumbent is responsible to develop and coordinate programs designed to keep juveniles out of the court system and/or the Juvenile Detention Center. These programs will allow us to take a proactive approach to deter criminal activity and other negative behaviors among the juvenile population that we serve.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Coordinate all diversion and prevention programs both from outside agencies as well as newly developed court programs.
2. Develop diversion and prevention programs.
3. Administer all programs, as needed.
4. Keep records and statistical information.
5. Collect and test urine samples, as required. Administer drug screens (both written and physical) to juveniles and their families as ordered by the court.
6. Perform other related duties as required or assigned.
7. Speak to various public and community groups, regarding the juvenile court process and services when called upon, and represent the court on committees as assigned by the Judge.
8. The Diversion Coordinator will conduct the initial interview with client and family. All contact with the public will be conducted in a professional manner and in compliance with departmental policy.
9. The Diversion Coordinator will monitor the client and family's progress in all programs and report to the court as needed.
10. Maintain accurate attendance of court programs and report to the court.

11. Meet with client and families to provide information about the programs.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelors (B.A. or B.S.) Degree from four year college or university; four years experience working related public outreach program, good organizational skills, and knowledge of computers are necessary for this position.

**OTHER SKILLS and ABILITIES:**

Position requires strong interpersonal skills, excellent written and oral communication skills with a variety of audiences, ability to produce creative solutions, excellent presentation skills, knowledge of learning principles and program design, ability to organize written and graphic source materials into easily understandable and readable formats, experience in the design, development, and management of outreach programs, ability to work independently on numerous projects, and strong organizational skills.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, stand and walk; use hands and fingers to handle, or feel objects; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.