



DRUG AND ALCOHOL SUPERVISOR

Department: Juvenile Court
Job Class #: 198100
Pay Range: Professional 09

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is supervisory work in the drug and alcohol field for Pierce County Juvenile Court Services. An employee in this classification is responsible for supervising the Drug and Alcohol Program. Work includes assigning work to staff; monitoring, advising, assisting, and evaluating employee performance; conducting training and orienting staff on drug/alcohol related issues; resolving employee conflicts; developing, implementing, and revising unit policies and procedures; conducting interviews; counseling individuals, groups, and family members on drug/alcohol abuse; and acting as the unit liaison person with other court services staff on matters related to the drug/alcohol program. Work is performed with considerable latitude for the use of independent judgement and under the general direction of an administrative superior.

ESSENTIAL FUNCTIONS

- Supervises the day to day activities of the Drug and Alcohol Program.
- Assigns work, provides direction, assistance, guidance to subordinate staff, and resolves conflicts as they arise.
- Develops, implements, and revises unit policies, procedures, and practices.
- Provides orientation and training to drug/alcohol program staff and to other court services staff on current counseling techniques, practices and trends.
- Conducts drug/alcohol counseling to individuals, groups, and to juvenile family members.
- Conducts employee performance evaluations.
- Maintains case records, files, and related data information.
- Prepares case reports and related documents required by the court.
- Acts as the liaison person for the department on all related drug/alcohol program matters with other court staff and outside agencies.
- Participates in the selection process for the hiring of new employees.

OTHER JOB FUNCTIONS

- Performs other related assignments as necessary.

SKILLS, KNOWLEDGE, AND ABILITIES

- Considerable knowledge of youth drug and alcohol program practices.
- Considerable knowledge of interviewing, counseling, and diagnostic techniques.
- Knowledge of the juvenile justice system and court operations.
- Knowledge of supervisory practices and procedures.
- Knowledge of local, state, federal, public and private resources agencies, literature, and trends in the field of drug and alcohol abuse.
- Ability to supervise, train, direct, monitor, assist, and evaluate performance of subordinate staff.
- Ability to plan and direct program activities.

DRUG and ALCOHOL SUPERVISOR

Class Description – Pierce County

Page 2

- Ability to interview and counsel individuals or groups on drug/alcohol related issues.
- Ability to prepare detailed case reports and program related documents.
- Ability to communicate effectively both orally and in writing.
- Ability to establish effective work relationships with subordinate staff, other court staff, and with the general public.
- Ability to deal tactfully with juvenile offenders who may be hostile, physically volatile and abusive.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Graduate from a four-year college or university with major course work in Social Work, Psychology, Criminal Justice, or other related human services field, and two or more years work experience as a Drug and Alcohol Counselor. Additional education or related experience may substitute for the recruitment requirements.

SPECIAL NOTE

Must be certified as a Drug and Alcohol Counselor as recognized by the State of Washington Administrative Code.

Possession of, or the ability to obtain, a valid Washington State Driver's license. Incumbents in this classification are subject to 24-hour on-call availability. Additional education or experience may substitute for the recruitment requirements.