

## Job Description

Job Title: Diversion Specialist

Job Code: 905205

Job Family: Public Safety

Pay Grade: JC.14.14

FLSA: Non-exempt

EEO: Para--professional

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

### Essential Duties:

- Interviews individuals and compiles information regarding background and applicable circumstances to identify needs and/or determine program eligibility; interprets and communicates relevant information to individuals and other stakeholders.
- Consults and collaborates with others in the development and review of plans; makes recommendations of personalized programs to management; develops case supervision plans to address the needs of individuals; monitors compliance of the diversion agreement; provides guidance, oversight, and review of diversion cases; assists individuals through use of specified program referrals, tools and resources; evaluates and documents individuals' progress according to measurable goals.
- Provides court testimony, including preparation and review of supporting documents as it relates to the violations; assists attorneys with the diversion docket to include preparation of the docket information; provides ongoing status reports to court, attorneys, judge, and service providers.
- Assists with the dissemination and processing of diversion paperwork, including accurate and timely receipt of associated fees; updates and records case notes; prepares documentation, such as contracts, revocations, dockets, amendments, letters, recalls, reports, and dismissals; coordinates proof of compliance via lab affidavits, mental health/substance use evaluations, and/or treatment follow through; notifies court of non-compliance; discusses options including revocations; attends revocation hearings and provides correspondence with defendants, defense attorneys, and service providers.
- Assists management with review of diversion guidelines and policies; compiles and provides statistical information to management; coordinates process-ordered urinalysis testing and/or mental health evaluations.

### Supervisory Responsibilities:

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.*

## Job Description

### Minimum Job Requirements:

**Associate's** degree in a related field; one (1) years related experience; successfully pass a criminal history check.

*Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

### Preferred Job Requirements:

Two **(2) or more years' of related experience.**

### Education/Experience Substitutions:

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### Physical, Environmental, and Special Working Conditions:

Weather essential Department and County job.