



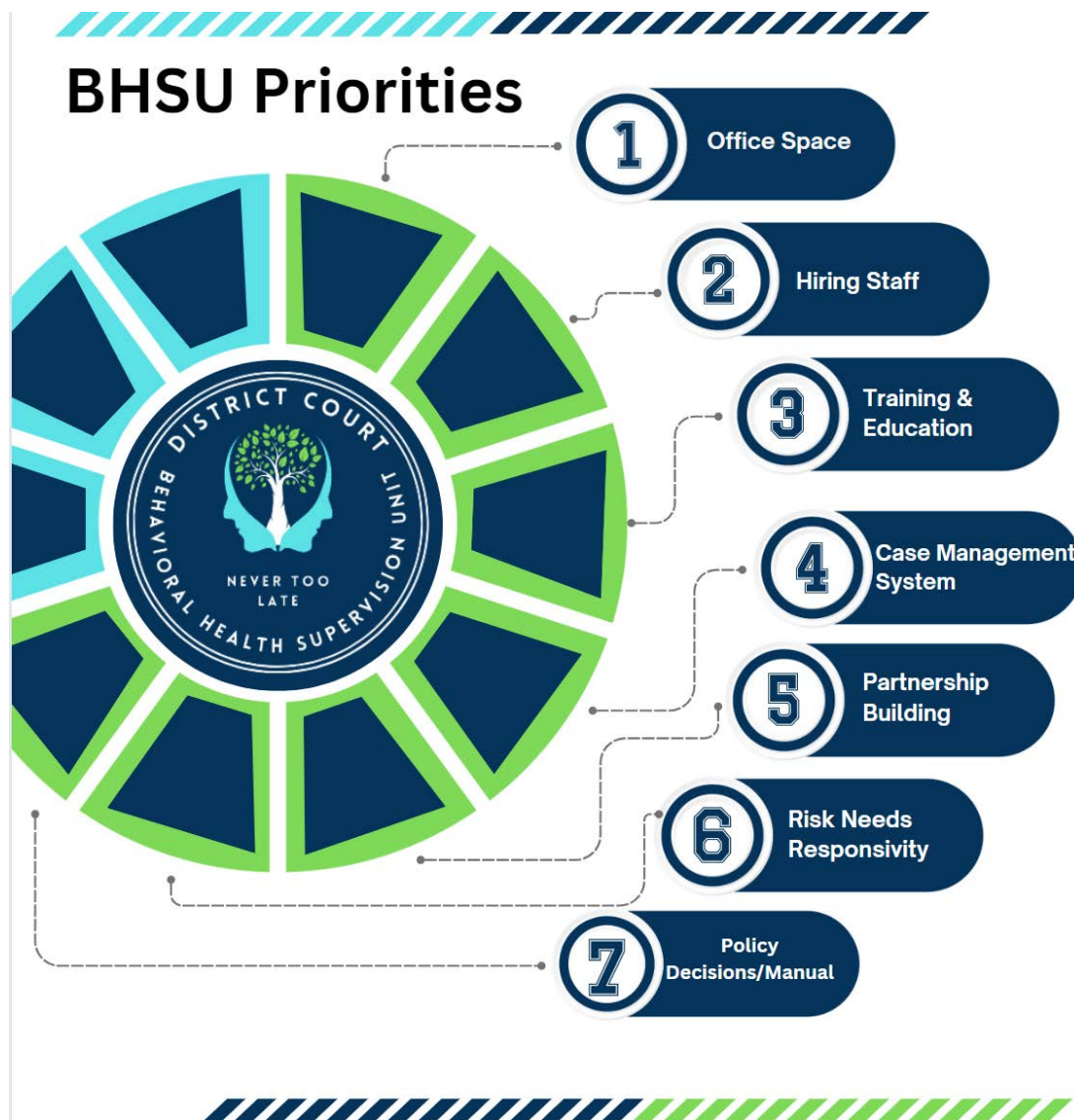
QUARTERLY REPORT

1ST QTR 2024

PREPARED BY: THERESE MURPHY, DISTRICT COURT ADMINISTRATOR
DASY GONZALEZ, UNIT SUPERVISOR
PREPARED FOR: YAKIMA COUNTY BOARD OF COUNTY COMMISSIONERS
YAKIMA COUNTY HUMAN SERVICES

INTRODUCTION

The Behavioral Health Supervision Unit (BHSU) is premised on the view that change is possible, even among those who are most challenged by mental illness and substance use disorders. The BHSU's goal when working with this population is to establish an expedient, reliable, and meaningful connection to treatment services. Reaching this goal requires a shift in how the County provides supervision services, from a traditional supervision approach to a more intensive, integrated, and collaborative model that will allow for the necessary supports for the target population. The priorities for the BHSU for the first 8 months are as follows:



Our goal throughout all the priorities identified for the first 8 months is to engage in a research process that will ensure that we are identifying strategies, tools, and programming that is consistent with best practices when working with this unique population. This report will address the work that has been done related to the priorities identified above. The target start date for accepting clients based on our current status would be in September of 2024. This is contingent on some key deliverables occurring as planned.

Office Space

The office space for the BHSU has been established on the first floor of the courthouse. The space consists of 5 offices and a space for receiving clients who are coming to meet with their Probation Counselor or the Behavioral Health Specialist from Comprehensive Healthcare. One of the offices is small and will make occupancy of that space challenging. We will continue to evaluate the office space considering the needs of staff and the operation of the unit.

Part of establishing the office space is ensuring that we have all the necessary supplies in place. Desks, computers, and phones have been installed, and supplies have been purchased. Other important areas of focus include ensuring that we have mandatory information available for staff per HR. To that end, as is custom in all county offices, we have established an employee information board.

Staff and client safety is very important to District Court as is evidenced by the expectations established by the District Court Judges, consistent with [General Rule 36](#). The BHSU has taken steps to ensure that the office environment meets these expectations and in so doing, has collaborated with the county's safety officer, Monique Favreau, who conducted a walkthrough of the office space and made recommendations for changes. They are as follows:

- ◆ Revised the 1st floor evacuation map to accommodate this new space
- ◆ Mounting of fire extinguisher
- ◆ Installation of exit signs
- ◆ Adjustment of the positioning of emergency lights
- ◆ Utilization of energizer rechargeable plug-in flashlights

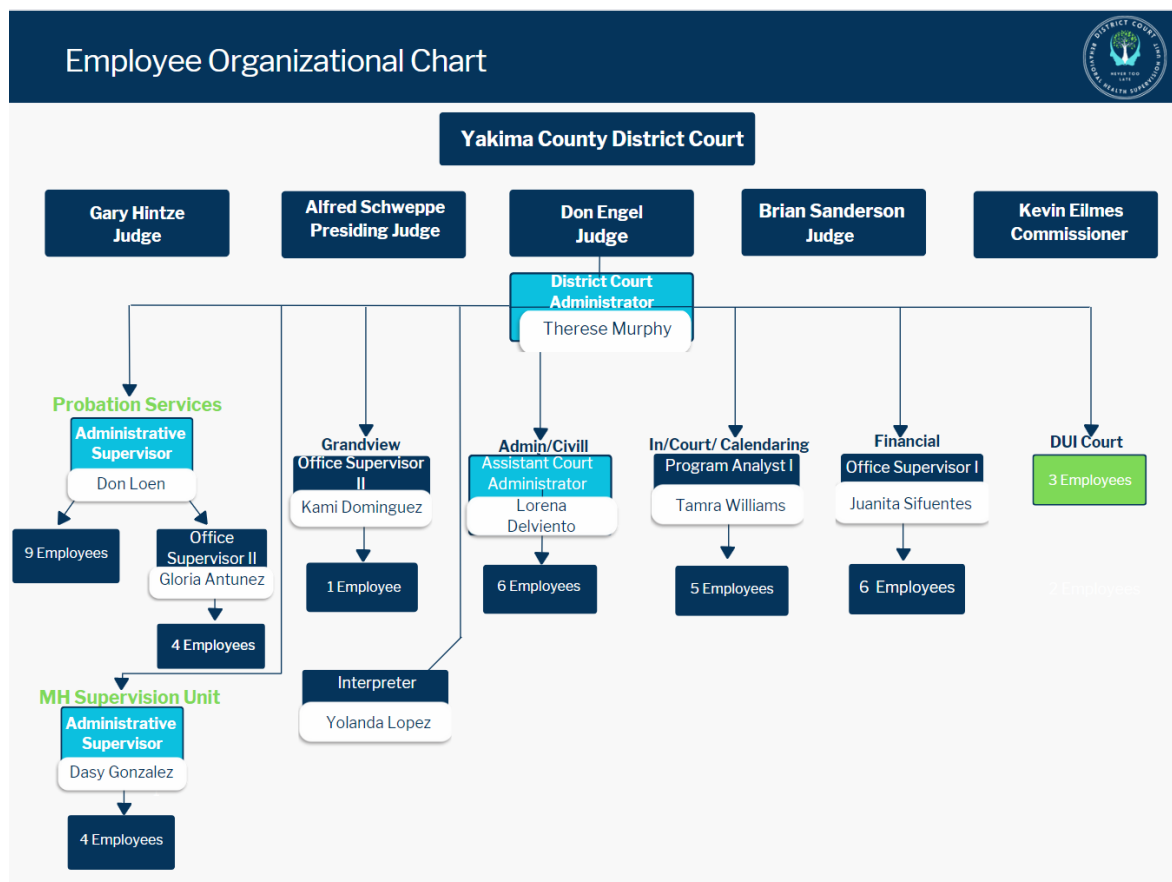
Additionally, the staff in this unit will have representation on the county's safety committee through existing District Court staff on that committee. A safety board will be installed and maintained accordingly. The staff in the unit



that have been hired are taking advantage of the CPR/First Aid offerings of the County. There will also be traditional training offered for all court employees related to safety (i.e. court specific safety orientation, active shooter etc.). The BHSU will also be added to our existing contract for service with Cintas Inc. related to the installation and maintenance of the first aid kit and related supplies.

Hiring Staff

The BHSU is expected to be staffed by an Administrative Supervisor, three Probation Counselors and a Re-Entry Specialist. Below is an organization chart that depicts where the BHSU fits in the overall organization of the District Court:



Attached to this proposal as Addendum A, are the position description questionnaires that were developed detailing the duties, responsibilities, and requirements of each of the positions. The first hire was for the Manager I position which was completed on January 16, 2024, with the selection of Dasy Gonzalez. Dasy is an internal hire having come from District Court Probation



Services. Dasy comes to the position with several years of client supervision experience in the adult and juvenile systems. While Dasy has no employee supervision experience, she is well respected by her colleagues and has taken on the challenge of this new position with a lot of enthusiasm and drive to learn. She is committed to ensuring that the program is developed and managed in a way that will best serve the client and our community.

After Dasy was hired, she took on the task of recruiting for the unfilled positions in the BHSU. We started with the Probation Counselor positions. The hiring process started on February 16, 2024, with a target hire date of April 16, 2024. Recruitment efforts resulted in 9 applicants of which 7 participated in an interview. Interviews took place between March 12 and March 13, 2024. The interview team consisted of Dasy, Don Loen, Tamra Williams. The interview team utilized a robust set of interview questions and scoring system for each applicant, in the end identifying the top four candidates to proceed to a second interview with the Court Administrator and Presiding Judge. (See Addendum B, Interview Questions).

That process culminated in the selection of 2 candidates, Alejandra Adame and Erik Flores. Alejandra graduated from Whitworth University with a B.A in Psychology and Criminology. Throughout her academic and working career she has developed experience in planning and implementing programming to build and strengthen relationships, advanced counseling skills to guide and assist residents and working within her community assisting the local police department with investigative activities, administrative functions, and community events. All the interviewers were struck by the passion she demonstrated during her interview. She was inspiring and showed a sincere interest in the mission of the BHSU and a desire to be part of this team.

Erik graduated from Central Washington University with a B.A. in Criminal Justice. He has experience working therapeutically with clients conducting groups and teaching practical living skills. He has learned these skills through the various positions he has held with Comprehensive HealthCare. He is skilled at de-escalating clients who are in a mental health crisis, ensuring the safety of clients in an inpatient setting and in report writing and monitoring clients interactions. Erik has dedicated much of his professional career to working with the very population that BHSU will be supervising. Like Alejandra he exhibits a passion for this work and will be a tremendous asset to the team.

We have two remaining positions to fill, another Probation Counselor and a Re-Entry Specialist. Regarding the Probation Counselor position, we elected to



wait to fill that position for a few months, likely after the unit starts accepting their first clients. There are two reasons for this decision, first the intensive training that is required for this position which will be discussed in greater detail in the Training section of this report. And secondarily, we are uncertain about the caseload sizes we will be serving, which will be discussed in greater detail in the Risk Need Responsivity section of this report.

There was an attempt to fill the Re-Entry Specialist position, however, we only received one applicant who then did not show up for the interview. We have decided to table the recruitment for that position to a later date, with the goal of working closely with HR to identify how we may be able to market this position in a way that will result in more applicants.



Staff Training

Training will be critical for the success of the BHSU. While the two Probation Counselors that have been hired come to us with valuable experience, neither of them has experience in community supervision. To ensure their success, we have developed a draft training guide and schedule which starts on the first day of employment with the county, April 16th.



From the training guide, we have prepared a draft training schedule.



Year 2024
Progress Report: From: Quarter 1: 1/16 to 4/15
Yakima County District Court Probation Mental Health Sales Tax 2024.



April 16th through May 16th, 2024.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
15	16 Orientation, Meet and greet. Review office expectations, Logins, and credentials for software.	17 WA Health pathfinder training 1st AID/CPR/AED Training	18 WA Health Pathfinder training	19 SOAR Training Test.
22 Spokane- Shadow court procedures	23 Spokane- Shadow court - Mental Health Court.	24 Sentencing review, hearings and show cause hearings etc.	25 Sentencing review, hearings and show cause hearings etc.	26 Debrief Brainstorm process ideas for the new unit and implementation.
29 Shadow county court clerks, take notes	30 Shadow county court clerks, take notes	1 Shadow county court clerks, take notes	2 Shadow county court clerks, take notes	3 Shadow county court clerks, take notes
6 Debrief- Review different types of dispositions. Brainstorm ideas process and implementation for new unit.	7 Review- Lawbase, Jabs, Intake process, appointments, J&S's.	8 Review Bench warrant, Early terminations. No shows-Lawbase,Jabs.	9 Review petitions, Memos-Lawbase, Jabs, Spillman, jail checks, vinelink.	10 Review BW checks, UA's, Ignition interlock, Jabs, Lawbase court hearing dates.
13 RIDE ALONG- DCR Training	14 Situational Awareness training	15 Crisis interventions and Mental Health training	16 RIDE ALONG- DCR Training	17 RIDE ALONG- DCR Training

While all the training is critical to their success, we felt it was important to call out a few training items that are of particular importance.

Motivational Interviewing

One of the key functions of a Probation Officer or a Probation Counselor, as in the case of the BHSU, is to effect behavior change among the clients they are supervising in the community. Below is a graphic depicting the 5 steps to behavior change:



[Mental Health Therapy and Counseling | Blog | What's New in Therapy | Atlanta, GA | 30092 - Private Counseling \(privatecounselingga.com\)](#)



There are several strategies that are employed to encourage and enhance the potential for behavior change. The first being motivational interviewing (MI). In general, MI is a structured way of talking with a client about their intrinsic desire to change. MI consists of empathy, good listening, and the ability to engage in directed conversations that allow the client to explore the kinds of behavior change they are seeking. This process requires the building of a relationship between the counselor and the client that starts on day one of supervision and takes a significant amount of time and effort to build. The literature strongly supports that change motivated intrinsically as opposed to extrinsic efforts to change behavior, are far more durable and effective. [Combining Officer Supervision Skills: A new Model for Increasing Success in Community Supervision, Brad Bogue, Jennifer Diebel & Tom O'Connor.](#)

MI is critical to the success of the clients we will be working with. As a result, we have contracted the Institute for Individual & Organizational Change from Cheney, WA to provide a two-day training. To offset the cost of the training, we have opened the training to other local and statewide agencies who can send staff to the training for a nominal cost. The training is scheduled for May 9th and May 10th. Below is the agenda for the training:



Introduction to Motivational Interviewing

DAY 1		DAY 2	
9:00 – 10:00	Foundations of Motivational Interviewing <ul style="list-style-type: none"> • Change research • ACTIVITY: Client experience "MI Spirit" • Self Determination Theory 	9:00 – 10:30	Motivational Interviewing Approach <ul style="list-style-type: none"> • QUIZ: What have you learned & how it applies • Strategic Reflections – Empathy vs. Direction • Types of 'Talk'
10:00 – 10:45	Stages of Change <ul style="list-style-type: none"> • SOC • ACTIVITY: What's Your Challenge 	10:30 – 10:45	BREAK
10:45 – 11:00	BREAK	10:45 – 12:00	Motivational Interviewing Approach <ul style="list-style-type: none"> • CLICKERS: Resistance vs. Sustain Talk • ACTIVITY: Pitching/Batting practice
11:00 – 12:00	Stages of Change – cont. <ul style="list-style-type: none"> • CLICKERS: Quiz on SOC 	12:00 – 1:00	LUNCH
12:00 – 1:00	LUNCH	1:00 – 2:30	Motivational Interviewing Approach <ul style="list-style-type: none"> • Decisional Balance • VIDEO: "Non-verbal client" - part 2 • Focus mountain
1:00 – 2:30	Motivational Interviewing Approach <ul style="list-style-type: none"> • Stage matching • Four MI processes overview • ACTIVITY: "Find a Therapist _" • Roadblock to effective communication • Equipoise, Righting Reflex, Resistance • ACTIVITY: "Resistance vs. Engagement" 	2:30 – 2:45	Break
2:30 – 2:45	Break	2:45 – 4:30	Motivational Interviewing Approach <ul style="list-style-type: none"> • ACTIVITY: Strategic reflections (pairs) • VIDEO: "Rounder" • ACTIVITY: Now Try This _
2:45 – 4:30	Motivational Interviewing Approach <ul style="list-style-type: none"> • Reflective Listening • VIDEO: "Non-verbal client" - part 1 • Strategic Reflections • ACTIVITY: Reflections practice 		



Spokane Municipal Court Visit

Of all the community supervision departments in the state, the one that most closely resembles the structure we are looking to build in the BHSU is Spokane Municipal Court's Probation Department. They have a well-defined case management approach, utilizing evidence-based practices related to their supervision practices including the use of risk need responsiveness assessment tools. The caseloads are far more manageable, which enables them to engage in meaningful interactions with clients to effectuate behavior change. The BHSU team will be shadowing probation officers for four days, allowing them to gain great insight into the work of a probation officer, get some exposure to MI, and the use of RNR assessment tools. Additionally, they will have the benefit of visiting a misdemeanor Mental Health Court session operated by Spokane County District Court. This visit will take place the week following their first day of employment with the county – April 22nd to the 25th.

Comprehensive HealthCare

Given the purpose of the BHSU in working with clients that are challenged by a mental illness, it is critical that we identify the relevant training on mental illness. Comprehensive HealthCare has agreed to put together a training regimen that will cover situational awareness (safety), crisis interventions and basic training on mental illness to include diagnosis, symptomology, treatment modalities etc. Additionally, the staff will be participating in a ride along with a DCR in our community. Because there will be a Behavioral Health Specialist from Comprehensive HealthCare embedded within the BHSU, it is expected that the training will continue as the BHSU continues to operate working collaboratively with clients.

Case Management System

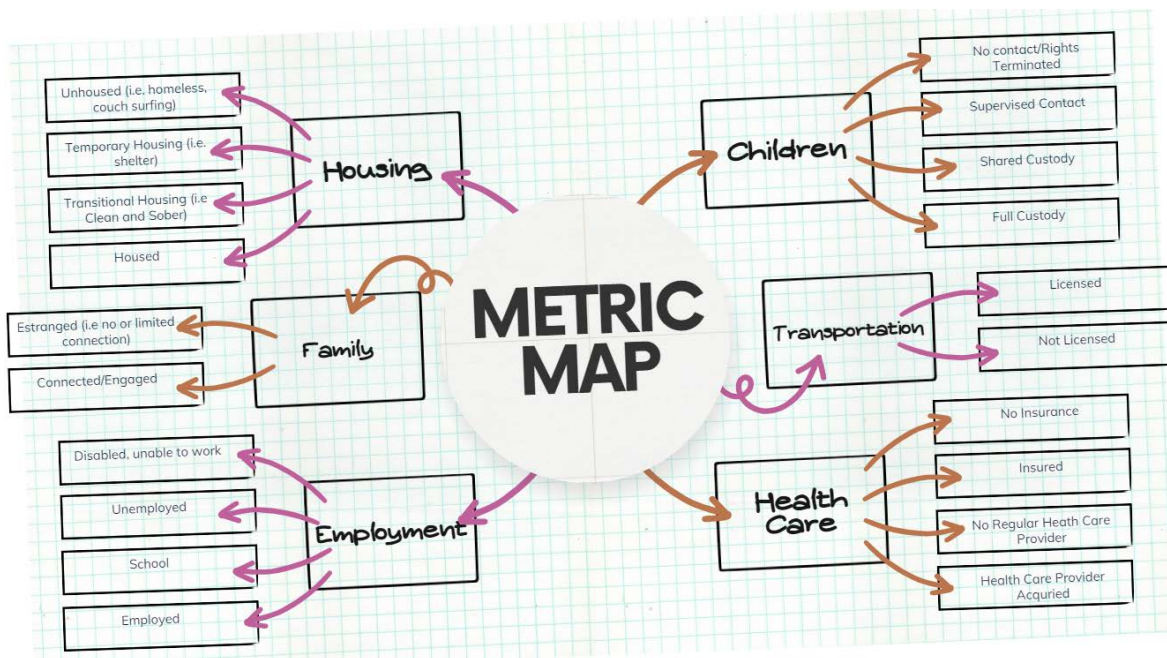
The BHSU is intending on leveraging the current case management system. LawBase, that is used by Probation Services. The system as it exists now captures much of the data that we need and has built into it much of the business process that we will continue to use. There will be several significant additions to the system:

- Inclusion of the ORAS tool embedded within the system.
- Addition of metric tabs to capture key metrics related to client responsiveness to interventions over a broad spectrum of activities and life experiences, see metric map below depicting our initial ideas related to this data.
- Addition of the ability to receive recidivism data.
- Development of a dashboard for ready access to commonly needed.
- Functionality related to the development of case plans.



All of these areas are significant and complex and as a result, will take time to implement. As an example, the DUI Court Program built a report out of BIT/JIS with the assistance of the Administrative Office of the Courts (AOC), that allows for the pulling of criminal conviction data on graduates and terminated clients. Once generated, in theory, the DIMS system will be able to ingest the report and populate the relevant recidivism data points. The result is that we should be able to pull a recidivism report from DIMS reflecting the data that we acquired from BIT/JIS. The process is somewhat cumbersome, but we are expecting that we can replicate that for LawBase specific to the BHSU cases.

While recidivism is a key metric in evaluating programmatic success, I would argue that other metrics are just as important. Below is a graphic that addresses the other metrics that we intend to capture at specific times during the supervision period.



LawBase currently has the Wisconsin Risk Assessment Tool embedded in the system, so we expect that we will be able to do the same with the ORAS. With the addition of electronically generating a case plan like that which is included in this report as Addendum D.



Identification of Risk Need Responsivity Tool (RNR)

There is an abundance of research that supports the position that providing too much of the wrong kind of intervention not only fails to improve outcomes, but often can result in worse outcomes by imposing more burdens on clients. Additionally, research has demonstrated that employing a Risk Need Responsivity (RNR) tool will produce the best outcomes. The three different domains, risk, need, responsivity mean:

- ◆ Risk principle. Match the level of service to the offender's risk of reoffending, based on static factors (e.g., age at first arrest, history of arrest, current age) and dynamic factors (e.g., substance abuse, antisocial attitudes). Higher-risk offenders should receive more intensive intervention.
- ◆ Need principle. Assess criminogenic needs and target them in treatment. High-risk offenders should receive intensive treatment, while low-risk offenders should receive minimal or no treatment.
- ◆ Responsivity principle. Maximize the offender's ability to learn from a rehabilitative intervention by providing cognitive behavioral treatment and tailoring the intervention to the learning style, motivation, abilities, and strengths of the offender.

The use of an RNR assessment tool will allow us to gather the necessary information to ensure appropriate interventions are used. And it will allow the BHSU to target the intended population. The original proposal was written with the idea that any clients who were ordered to supervision with a condition of mental health treatment would be serviced by the BHSU. However, after further examination such an approach would quickly overwhelm the unit. The RNR tool will identify the high-risk clients, those that have a greater chance to recidivate so that we can route them into more intensive targeted services in BHSU.

The RNR tool that we have selected is the Ohio Risk Assessment System (ORAS) which is a comprehensive assessment tool developed by the University of Cincinnati Corrections Institute. Justice professionals use this tool to determine the level of supervision required for offenders in community and institutional settings. It uses statistical methods to predict an offender's likelihood of recidivism with the objective of improving supervision and intervention decisions. (See Addendum C).

Partnership Building

Building partnerships with other agencies in our community is critical to the success of BHSU. The concept of partnership building allows for others in our community to understand the purpose and function of this specialized unit. In



doing so, we will be able to leverage resources for our clients to further ensure their success.

Partnership building consists of both an educational component and a dedicated working relationship in service of the clients in the BHSU. The educational campaign began with the development of the proposal for the formation of what was then called the Mental Health Supervision Unit. Subsequently, we have presented to several groups describing the idea of this unit, its purpose and function and outline the goal of the unit. We have presented to the Law and Justice 3/10ths committee, staff from the county Probation Department, discussed the unit at a monthly Jail/Court meeting, presented the program to representatives from the county Prosecutor's Office and Department of Assigned Counsel and presented the unit to Judges around the valley. It is anticipated that as we more fully develop the program, we will be conducting more outreach and education on the unit.

As part of the project proposal, Comprehensive Healthcare was awarded the contract for treatment services. We have been meeting with representatives every two weeks since February to talk about the unit to brainstorm ideas on design, implementation, and function. One of the key components of the BHSU is to have a dedicated Behavioral Health Specialist to perform Mental Health assessments and substance use assessments. In addition, they will act as a liaison between community resources and other services catering to each individual client. The specialist will be part of the BHSU and will participate in weekly staffing where discussion of each client will take place. It is anticipated that a candidate will be selected in the coming weeks for this position. Additionally, Comprehensive HealthCare will provide a therapist who will be a part of the BHSU. They will provide counseling services for clients who need these services.

A new partnership that we have initiated is with the Yakima County Jail – the Mental Health Team as well as any re-entry services they may employ. It is anticipated that there will be some crossover between clients. It is our desire to utilize the resources that are available to our clients while in custody to continue to engage them while on supervision and to be in a position where appropriate, to advocate on their behalf to ensure that they get the services that they need.



ADDENDUM A



YAKIMA COUNTY
POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

This form is used for the development of new positions or revising current positions within Yakima County.
Please read the entire questionnaire before completing the form.

Job Type: (check one) ☒ New Position ☐ Request for reclassification ☐ Duty Update ☐ Recruitment

Name: NEW	Department / Division: District Court Probation Services	List if available	
		PCN: 440-85	DBM: C44
Current Job (Classification) Title: Manager I	Working Title (if any): Mental Health Supervision Team Supervisor		
Union Status: (if current position) <input type="checkbox"/> Union: <input checked="" type="checkbox"/> Non-Bargaining	FLSA Status: (if current position) <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
Work Location: Varies	Work Hours: 8-5 Monday through Friday	% FTE: 100%	
Name of Immediate Supervisor: Therese Murphy	Immediate Supervisor's Working Title: District Court Administrator		
	Immediate Supervisor's Job Classification and DBM: Direct Report		

Provide a current copy of your Department's Organizational Chart.

If one is not available, please list the names of the management team and the persons that each supervises.

Name of Manager/ Supervisor	Employee Supervised
See attached	

List names and titles of persons of whom this position supervises:

Employee	Position Title
Vacant	Probation Officer
Vacant	Probation Officer
Vacant	Probation Officer
Vacant	Program Coordinator I (Re-Entry Specialist)

Vacant	Office Specialist I
Check the responsibilities that apply to this position: (check all that apply)	
<div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> Makes hiring, pay and termination decisions.</div> <div><input checked="" type="checkbox"/> Makes hiring, pay and termination recommendations.</div> <div><input checked="" type="checkbox"/> Supervises other County employees, including signing of performance reviews if used. (Employees are defined as regular, budgeted positions and do not include Extra Help, Contracted personnel or Volunteers)</div> <div><input checked="" type="checkbox"/> Evaluates work performance of other County employees, providing input to supervisor.</div> <div><input checked="" type="checkbox"/> Instructs others in methods or procedures needed to carry out their job.</div> <div><input checked="" type="checkbox"/> Assigns and reviews the day-to-day work of others budgeted positions.</div> <div><input type="checkbox"/> None</div> </div>	
What level of interaction does this position have with:	
The General Public:	<input checked="" type="checkbox"/> Extensive <input type="checkbox"/> Considerable <input type="checkbox"/> Some <input type="checkbox"/> None
Service Users (other public/private agencies):	<input checked="" type="checkbox"/> Extensive <input type="checkbox"/> Considerable <input type="checkbox"/> Some <input type="checkbox"/> None
County Staff (other Departments / Divisions):	<input type="checkbox"/> Extensive <input checked="" type="checkbox"/> Considerable <input type="checkbox"/> Some <input type="checkbox"/> None
Department Heads / Elected Officials:	<input type="checkbox"/> Extensive <input type="checkbox"/> Considerable <input checked="" type="checkbox"/> Some <input type="checkbox"/> None
Explain the nature of any contacts that you consider of particular importance to the review: <small>Include interaction with other department outside agencies and the public</small>	
<p>The Mental Health Supervision Team is responsible for supervising clients who are required to complete court ordered conditions imposed by the Court. The clients assigned to this Team for supervision have at a minimum, a court ordered condition that they obtain a mental health evaluation and follow through with treatment recommendations. The supervision approach within this Team is different than a traditional probation supervision model in that it has at its core a collaboration component. The caseloads are by design smaller so that more direct and impactful advocacy work can take place with the clients being supervised by the Team. Embedded within the team are staff employed by a local mental health service provider who, along with the supervision staff, work closely together to manage the clients assigned to the Team. Because of the collaborative approach to the work being done by this Team, it is imperative that the Supervisor of the Team work diligently to identify and establish relationships with community partners who could offer support to the clients under supervision. In this role, the Supervisor will serve on relevant local and statewide boards and/or committees, engage statewide and local leaders on issues related to the population served by the Mental Health Supervision Team, research and secure local and statewide support from agencies/organizations that have the ability to positively impact the population served by the Team.</p>	
Position Summary: Briefly describe what is considered to be the major purpose or objective of the job. <small>This statement will be used in posting the position.</small>	
<p>The supervisor of the Mental Health Supervision Team is responsible for the supervision of probation officers, the re-entry specialist and office specialist assigned to the Team. Additionally, he/she is responsible for the development, implementation, and management of the Team, identifying the needs and requirements for the Team and the clients served by the program, and monitors program performance outcomes and metrics for the purpose of determining program deficiencies, opportunities for change and improvement and to report program performance.</p>	

Essential Duties: Describe each essential duty performed that involves at least 5% of your time and the decision(s) needed to be made in order to carry out the duty. Time must be listed in increments of 5% or more and total 100% (Add more rows as needed)		
Essential Duties (Begin each duty statement with an <i>action verb</i> ("calculates", "operates", "establishes") telling <i>what</i> is done or <i>why</i> it is done)	Decisions Required (decides who, what, when, where and how decisions are made)	Time %
<i>Example: Provides support and service to employees regarding payroll processing of benefits and compensation.</i>	<ul style="list-style-type: none"> What payroll information must be entered into the computer system; how to enter it. How to meet Cayenta payroll system deadlines. How to enter or correct information in the specialized system for applicant tracking to the correct job. When to release information from the system according to confidentiality rules. 	
1. Assigns reviews and supervises the work of professional probation officers, re-entry specialists and administrative staff assigned to the Mental Health Supervision Team. Responds to complaints and issues involving clients and staff. Recruits, interviews, and recommends employees for hire; measures effectiveness of work performance; writes performance reviews; makes and implements decisions regarding progressive discipline up to suspension and makes recommendations to manager and/or Court Administrator for suspension or termination; coordinates case assignments and monitors accuracy of risk assessments and level of appropriate supervision by probation officers. Provides and/or identifies regular training for professional staff consistent with professional development as well as regular training and cross training.	<ul style="list-style-type: none"> How to assess training needs. How to apply constructive and creative criticism. How to recognize and reinforce positive behavior. How to apply policy and procedures in assigning duties. How to apply risk assessments and case management techniques for all defendants and how to train staff in same. How to develop and maintain performance evaluations as well as documentation of performance; how to deliver systematic training. How to maintain accurate performance behaviors in all professional and case manager staff. How to apply safety standards. Determine what policies and procedures are necessary or need to be modified. Decide whether policies and procedures are in compliance. Know how to interpret applicable laws, rules, and regulations for the department. 	25%
2. Oversees strategic planning to develop policies, procedures, and program objectives to guide program operations, ensure adherence to statewide guidelines, generally accepted best practices, and the special needs and resources of the local jurisdiction. Develops, maintains, updates and distributes policies, procedures, and requirements (Policy and Procedure Manuals) including the Participant Handbooks for same. Stays abreast of current research and evidence-based knowledge regarding therapeutic courts, communicates that information to the courts' support	<ul style="list-style-type: none"> Decides what programmatic changes, updates or modifications are needed. Decides what order/process to use when implementing changes, updates or modifications. Decide how to regularly monitor statewide guidelines, best practices and local needs/resources. Decide what policies/procedures are impacted and what changes/updates need to be made. 	20%

<p>teams, and ensures such information is incorporated into the programs' policies and procedures, to ensure efficient and effective operations and practices.</p>	<ul style="list-style-type: none"> Decide who needs to be informed of changes/updates and how to communicate those changes. Decides the method or process to ensure that you are current on latest research. 	
<p>3. Facilitates weekly staffing, bringing all staff and contracted staff together to review cases, identify challenges and determine solutions to overcome those challenges. Coordinates day to day activity of staff, including but not limited to scheduling and assignment of work.</p> <p>Oversees efforts to identify community resources and organize efforts to provide a full continuum of needed treatment services including addiction and mental health treatment, educational and vocational services, safe and sober housing, ongoing recovery support services, health care, family services and other beneficial community support services.</p> <p>Maintains cooperative relationships with treatment agencies, community organizations, and city and county departments.</p> <p>Obtain certification of Washington Healthplanfinder and SOAR certification to assist therapeutic court participants apply for SSA/SSI/SSDI benefits.</p>	<ul style="list-style-type: none"> Decide when and who to include in staffing. Decide format of staffing and what if any documentation should be prepared in anticipation of or after staffing. Decide how to oversee efforts on identification of community resources, what evaluation if any is necessary and how to communicate that to the team. Decide how to establish the day-to-day work schedule for the Team, including assignment of work and scheduling of staff. Decide which agencies have support for the clients under supervision. Decide how to establish and grow relationships with the agencies. Decide when and how to obtain the necessary certifications. 	15%
<p>4. Conducts intake interviews, administers a risk assessment, assigns a level of supervision, and compiles sufficient information to develop an accurate client profile. Reviews all criminal, legal, psychological, and related reports to establish a case management plan; sets up the criteria and behavioral expectations for successful completion of court directed probation requirements with client, identifies potential impediments to success and develops a plan to overcome those challenges.</p> <p>Maintains a system for monitoring the clients' progress toward probation requirements. Documents in detail contact with client, service providers, progress reports from treatment agencies and any other information acquired while working with the client. Prepares reports to the Court on the status of the client's progress. If necessary, testify in Court on the client's status and progress while on supervision.</p>	<ul style="list-style-type: none"> Decide what questions to ask and what information to include in the risk assessment. Decide what criminal history and background information is pertinent to case plan. Develop and implement the case plan with the client taking into consideration each client's unique set of circumstances as well as the department's supervision policy. Decide what communication techniques to use with each client, to better ensure successful completion of probation. Develops a system to ensure consistent, thorough, and timely review of all supervision conditions for each client. Decide what information should be included in the case management system. If there is a violation, decide what course of action to take, taking into consideration the 	15%

	<p>department's supervision policy as well as the individual client's circumstances.</p> <ul style="list-style-type: none"> Decide what information to include in the court report either in written form or through testimony at a hearing. 	
5. Collects and evaluates client data on an on-going basis, prepares statistical reports, and outcome evaluations. Manages data collection and record keeping systems. Evaluates the extent to which the MH Supervision Team has met the stated goals and reports the outcome of the evaluations to stakeholders and other interested parties.	<ul style="list-style-type: none"> Decide what data to collect and define where that data is captured to ensure accurate reporting. Decide who is the contributor to the data collection process. Decide who, when and how to train staff assigned to input data. Decide how to monitor quality assurance related to data collection. Decide how to monitor data collection systems to ensure accuracy and meaningful reporting on program performance. Decide what reports to regularly generate on program performance. Decide who and when to share information about program performance. Decide what recommendations to make regarding changes to data collection practices and/or program reporting capabilities. 	20%
6. Performs other duties as assigned.		5%
Guidelines Used: List the laws, rules, regulations, standards and/or guidelines you use in your work, the duties (above) to which they apply, and your reference/guidance source for them.		
Washington State RCWs; Washington State Court Rules; Court Policies and Procedures; Case Management and Risk Assessment Guidelines; State and Federal Human Resources rules and regulations; GR29 and Court and County Handbook Policies and Procedures.		
Originality of Thinking: Describe the degree of inventiveness, imagination and innovation required to perform your duties and responsibilities. Give examples.		
The successful candidate for this position must have the ability to make decisions and solve problems using sound, inclusive reasoning, and judgment. In that way, they must be able to gather and analyze information from a diverse set of resources to fully understand the issue and be able to proactively anticipate needs and prioritize action steps.		
Commitment Authority: Describe the extent to which your work actions could commit the organization to the expenditure of money, time or liability. Give examples.		
Violation of legal case requirements and probation standards could expose the county and court to civil litigation.		
Equipment Used: List the machinery / tools / equipment regularly used Examples: computer, cell phone, copier, fax machine, calculator, passenger vehicle, hand tools, etc.		

Computer, fax, scanner, copier, calculator, multi-line phone, multi-media equipment, other basic office equipment, passenger vehicle.

Working Conditions: Check all that apply

	Environment		Physical Demands				Intellectual Demands
<input type="checkbox"/>	Excessive noise	<input type="checkbox"/>	Bending	<input type="checkbox"/>	Balancing	<input checked="" type="checkbox"/>	Ability to multitask
<input type="checkbox"/>	Exposure to weather	<input checked="" type="checkbox"/>	Carrying	<input type="checkbox"/>	Climbing	<input checked="" type="checkbox"/>	Confidentiality
<input type="checkbox"/>	Extreme temperatures	<input checked="" type="checkbox"/>	Handling	<input type="checkbox"/>	Crawling	<input checked="" type="checkbox"/>	Ability to work under pressure
<input type="checkbox"/>	Moving/mechanical parts	<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	Crouching	<input checked="" type="checkbox"/>	Ability to articulate and communicate information in conversations
<input type="checkbox"/>	Pathogen exposure	<input type="checkbox"/>	Pulling	<input type="checkbox"/>	Kneeling	<input checked="" type="checkbox"/>	Ability to follow written instruction
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	Pushing	<input type="checkbox"/>	Reclining	<input checked="" type="checkbox"/>	Ability to follow verbal instruction
<input checked="" type="checkbox"/>	Travel	<input checked="" type="checkbox"/>	Reaching	<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	Other
<input checked="" type="checkbox"/>	Multiple work locations	<input checked="" type="checkbox"/>	Sitting	<input type="checkbox"/>	Smelling		
<input checked="" type="checkbox"/>	Work in locked down facility(s)	<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Talking		
<input type="checkbox"/>	Field Work	<input checked="" type="checkbox"/>	Walking	<input checked="" type="checkbox"/>	Visual Activity		
<input checked="" type="checkbox"/>	Other: See below	<input checked="" type="checkbox"/>	Fingering	<input type="checkbox"/>	Other:		

List any unique conditions that apply to the job that are not generally applicable to all employees:

Example: Use of respirators for emergency response, responsible for handling biohazardous pathogens, hostile clientele, work in locked down facilities

This position requires daily interaction with adult clients who may be hostile and/or angry and who sometimes present themselves at appointments under the influence of alcohol and/or mind/mood altering drugs; exposure to bodily fluids obtained in standard drug testing.

Indicate which working condition level performed:

- ☒ **210: Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. *Examples: Office Technician, Accountants*
- ☐ **220: Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. *Examples: Computer Support Technician*
- ☐ **230: Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects or work out in the field. *Examples: Appraiser, Probation Officer*
- ☐ **200: Heavy Work:** Exerting up to or in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Work is performed out in the field.

Examples: Maintenance Worker, Road Maintenance Technician

- ☐ **240: Public Safety:** Position performs duties that may require use of physical force on others on a recurring or regular basis, it ensures public safety by use of law enforcement training and skills.

Examples: Deputy, Corrections Officer, Juvenile Detention Officer

Education and Experience: Check the minimum formal education needed to start performing work in this position.

- ☐ Any combination of experience or training which provides the knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. Example: County Worker
- ☐ High School or (G.E.D.)
- ☐ Associate degree or two-year technical certificate: Type of degree/certificate:
- ☒ Bachelor's degree: Type of degree: Sociology, Psychology or Criminal Justice.
- ☐ Other (Please Explain:

Does this position allow for an equivalency to the Degree listed above?

- ☐ Yes ☒ No. If no, please explain why: Pursuant to Administrative Rule for Courts of Limited Jurisdiction (ARLJ 11) as established by the Washington State Supreme Court, requires at a minimum a bachelor's degree for a Probation Officer. This position has incorporated within it the requirement of performing probation officer duties in addition to the requirement of supervision and program management responsibilities. As a result, this position must comply with ARLJ 11.

In addition to the formal education needs, what are the minimum number of months or years of previous related work/volunteer experience are needed to start performing the work of this position upon hire?

Note: For existing and new positions, follow the guidelines outlined by the Generic Class Specifications.

For reclassifications, do not list your current number of years of experience.

And four (4) years of experience as a Probation Officer and inclusive of or in addition to, 2 years of experience as a supervisor and 2 years of experience managing programs.

List any specific position requirements needed at entry:

Example: education/training certificates, specific computer skills, language abilities

Required:

- Valid WA State Driver's License and proof of insurance.
- Successful completion of a comprehensive criminal background check and general employment verification upon employment.
- Successful completion of the Misdemeanant Probation Academy within 1 year of employment
- Washington Healthplanfinder Certification within 1 year of employment
- SOAR Certification within 1 year of employment

Preferred:

- Bilingual in English / Spanish
- Current Misdemeanant Probation Academy Certification
- Current Washington Healthplanfinder Certification
- Current SOAR Certification

Does this position require any competency testing or exercises related to the job duties required to be performed? (Please list)

Example: keyboarding, skill in using WORD, EXCEL, 10 key , equipment operation

Pre-Employment	Part of Interview
None	None

Does this position require any of the following: (check all that apply)

Requirements must be requisite of the job and reflected in the duties described above.

Example: Driver's license is required because the position is required to operate a passenger vehicle for work

- ☒ Valid Driver's License
- ☒ Background investigation: (check all that apply)
 - ☒ Criminal (required of all positions in working in legal/ law enforcement)
 - ☐ Financial (required for positions handling cash, accounting)
 - ☒ General Employment Verification (required of all positions)
- ☐ Pre/ Post Employment Drug Testing
- ☐ Employment Physical - List type: _____
- ☐ Other: (please list)

Required Knowledge and Skill

Knowledge: Upon entry what specific knowledge would an individual need to assume the duties of this position (Information or concepts that can be measured through written or oral examination)

- Principles and practices of supervision of adult clients.
- Knowledge of interviewing, assessment and counseling techniques.
- Knowledge and experience working with clients who experience mental health issues and/or co-occurring disorders.
- Technical program delivery methods, systems, and techniques such as: court and criminal justice systems, counseling techniques, adult sentencing options, chemical dependency treatment resources.
- Understanding of court procedures, in particular procedures and practices related to courts of limited jurisdiction.
- Experience with program management, evaluation, and data management.
- Employee supervision theories, practices, and principles.

Skills (and abilities): Upon entry what specific skills/abilities would an individual need to assume the duties of this position

Examples: skill in operation of machinery or equipment; skill in writing; skill in making group presentations

- Ability to plan, prioritize and appraise the work of professional and support staff.
- Ability to supervise, coach, motivate, monitor, and evaluate staff.
- Prepare detailed reports, training materials, policy, and procedure documents.
- Ability to solve problems or resolve conflicts through communication, mediation, and role modeling.
- Ability to provide technical expertise in the area of responsibility.
- Ability to develop presentations, and present information to various groups.
- Skills related to strategic planning related to program management.
- Ability to conduct research, analyze the applicability of the research and make recommendations related to implementing programmatic changes.
- Ability to listen effectively and communicate goals, objectives, and vision.
- Communication, oral and written, sufficient to exchange or convey information and to receive work direction.

- Ability to identify needs, develop short- and long-range plans and evaluate the results.
- Ability to determine priorities and make critical decisions.
- Capable of establishing and maintaining effective interpersonal relations with elected officials, department heads and other law and justice agencies, city, county, and state resources.
- Interviewing and counseling of adult clients.
- Collecting, compiling, organizing and maintaining information and notes on progress and compliance
- Crisis management and de-escalation techniques.
Evaluating and assessing needs and developing, implementing, and monitoring case plans and preparing related reports.

Additional Comments: Add any necessary comments to ensure an accurate description of the job.

Supervisor's Comments: Supervisory review is required. The PDQ submitted to the Human Resources Office must be approved by the supervisor and verified as an accurate description of the work performed by the Department Head/Elected Official. The PDQ is the basis for establishing performance standards, but not designed to be a tool for rating employee performance. Employees and supervisors may submit additional materials, as needed to explain the work performed:

Department Head / Elected Official Comments: This space is provided for the Department Head/Elected Official to make additional comments as needed:

Signatures: Signature of the Department Head/Elected Official indicates that the duties described, and as amended in the comments, are an accurate reflection of the responsibilities assigned to this position.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Department Head/ Elected Official Signature: _____	Date: _____

- ✓ Give a completed copy, including all supervisory comments to the employee
- ✓ Send the original signed copy and an electronic copy to Human Resources
- ✓ Send a copy of your department's organizational chart

NOTE: PDQs submitted for the purpose of reclassification will not be accepted without the signature of the Department Head / Elected Official.

For Human Resources Only	
Effective Date of PDQ:	
Action Memo Effective Date of Change:	

YAKIMA COUNTY
POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

This form is used for the development of new positions or revising current positions within Yakima County.
Please read the entire questionnaire before completing the form.

Job Type: (check one) ☐ New Position ☐ Request for reclassification ☒ Duty Update ☐ Recruitment

Name: NEW	Department / Division: District Court	List if available	
		PCN: 440-81	DBM: C41

Current Job (Classification) Title: Program Coordinator II	Working Title (if any): Re-Entry Support Specialist
--------------------------------------------------------------------------	-------------------------------------------------------------------

Union Status: (if current position) <input checked="" type="checkbox"/> Union: AFSCME <input type="checkbox"/> Non-Bargaining	FLSA Status: (if current position) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
--------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------

Work Location: Varies	Work Hours: 8:00 – 5:00, M-F	% FTE: 100%
---------------------------------	----------------------------------------	-----------------------

Name of Immediate Supervisor: NEW	Immediate Supervisor's Working Title: MH Supervision Team Supervisor Immediate Supervisor's Job Classification and DBM: TBD
---------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------

Provide a current copy of your Department's Organizational Chart.
If one is not available, please list the names of the management team and the persons that each supervises.

Name of Manager/ Supervisor	Employee Supervised
See Attached.	

List names and titles of persons of whom this position supervises:

Employee	Position Title
None	

Check the responsibilities that apply to this position: (check all that apply)

- ☐ Makes hiring, pay and termination decisions.
- ☐ Makes hiring, pay and termination recommendations.

- ☐ Supervises other County employees, including signing of performance reviews if used. (Employees are defined as regular, budgeted positions and do not include Extra Help, Contracted personnel or Volunteers)
- ☐ Evaluates work performance of other County employees, providing input to supervisor.
- ☐ Instructs others in methods or procedures needed to carry out their job.
- ☐ Assigns and reviews the day-to-day work of others budgeted positions.
- ☒ None

What level of interaction does this position have with:

The General Public:	<input checked="" type="checkbox"/> Extensive	<input type="checkbox"/> Considerable	<input type="checkbox"/> Some	<input type="checkbox"/> None
Service Users (other public/private agencies):	<input checked="" type="checkbox"/> Extensive	<input type="checkbox"/> Considerable	<input type="checkbox"/> Some	<input type="checkbox"/> None
County Staff (other Departments / Divisions):	<input type="checkbox"/> Extensive	<input checked="" type="checkbox"/> Considerable	<input type="checkbox"/> Some	<input type="checkbox"/> None
Department Heads / Elected Officials:	<input type="checkbox"/> Extensive	<input type="checkbox"/> Considerable	<input checked="" type="checkbox"/> Some	<input type="checkbox"/> None

Explain the nature of any contacts that you consider of particular importance to the review:

Include interaction with other department outside agencies and the public

A significant aspect of this position is related to the responsibility of identifying available resources for those assigned to the Mental Health Supervision Team. In addition, the successful candidate in this position is responsible for outreach and education to the community about the Mental Health Supervision Team. To accomplish these tasks it is imperative that the person in this position be able to work independently, be self-motivated and creative in how they approach completion of these and other tasks required of this position.

Position Summary: Briefly describe what is considered to be the major purpose or objective of the job.
This statement will be used in posting the position.

The Re-Entry Support specialist participates as a member of the Mental Health Supervision Team, who are responsible for supervising client that have a diagnosed mental illness, inclusive of those who are challenged with a co-occurring disorder. The Re-Entry Support specialist works directly with clients and in coordination with the Team, to identify services necessary to ensure successful program participation and transition out of the Mental Health Supervision Team. These services include, but are not limited to: education, job readiness, job placement, life skills etc. Additionally, the Re-Entry Support specialist's research and maintains an updated list or database of community resources to meet needs of the clients served by the Team. Re-entry support specialist develops educational and informational materials about the Mental Health Supervision Team for clients, other law and justice partners and the general public.

Essential Duties: Describe each essential duty performed that involves at least 5% of your time and the decision(s) needed to be made in order to carry out the duty.

Time must be listed in increments of 5% or more and total 100% (Add more rows as needed)

Essential Duties (Begin each duty statement with an <i>action verb</i> ("calculates", "operates", "establishes") telling <i>what</i> is done or <i>why</i> it is done)	Decisions Required (decides who, what, when, where and how decisions are made)	Time %
<i>Example: Provides support and service to employees regarding payroll processing of benefits and compensation.</i>	<ul style="list-style-type: none"> <i>What payroll information must be entered into the computer system; how to enter it.</i> <i>How to meet Cayenta payroll system deadlines.</i> <i>How to enter or correct information in the specialized system for applicant tracking to the correct job. When to release information from the system according to confidentiality rules.</i> 	

<p>1. Functions as the subject matter expert in the available resources and how to access community resources from a client perspective. Assists clients in accessing community resources and services to overcome the barriers and meet their needs. This includes researching an available resource, understanding the requirements of the identified resource and meeting those requirements, assisting in the application process and any other tasks or activities that assists the client to access the resource. Develops necessary forms and/or materials to track progress, inputs data in case management system. Provides reports to the Team on progress of client related to overcoming identified barriers.</p>	<ul style="list-style-type: none"> • Decides how to approach clients to gain information about needs. • Decide what motivational techniques to employee to encourage/assist clients in addressing the barrier(s). • Decides how, where and what to research when identifying resources. • Decides what steps to take to gain the requisite level of knowledge about the identified resource. • Decides what forms needs to be developed/implemented to track progress with client. • Decides what information to put in case management system. • Decides what if any modifications are needed to case management system to accommodate recording the necessary information. • Decides what information to report to the Team about the progress of a client. • Decides what reports to create/generate related to activities with clients. 	<p>30%</p>
<p>2. As a member of the Team, identifies needs and/or trends related to gaps in services. Researches available resources to bridge those gaps. Presents regularly to the Team about available resources and specifically, opportunities to meet the needs and or enhance the service delivery to clients. Develops and maintains an accessible database and/or website of current resources available to support the therapeutic court clients. Develops and provides reports as requested on data maintained.</p>	<ul style="list-style-type: none"> • Decides how to identify the trend or need. • Decides when, how and what to research to address the trend or need. • Decides what information to share with the Team to address the need. • Decides when and what to present regarding available resources in general or on a specific issue. • Decides the best mechanism to make the resources readily available. • Decides how to develop/design the database/website or other medium and what information to include. • Decides when/how to maintain the database/website or other medium. 	<p>25%</p>
<p>3. Develops bilingual educational and promotional materials related to the program. Including but not limited to fliers, posters, pamphlets/brochures, promotional videos, presentations etc. Develops instructional materials for clients related to program requirements and expectations.</p>	<ul style="list-style-type: none"> • Decides what educational or promotional materials to develop. • Decides where to disseminate the materials. • Decides what instructional materials to develop. • Decides how and to whom the material should be disseminated. 	<p>15%</p>
<p>4. Engages the local community on available resources. Conducts outreach to local employers, service agencies, community members, government officials and local leaders on the</p>	<ul style="list-style-type: none"> • Decides who/agency and how to contact as a potential resource. • Decides how and what information to provide to educate and gain support. 	<p>25%</p>

Mental Health Supervision Team to educate and gain support for the program and the clients. Research grant and other funding opportunities.	<ul style="list-style-type: none"> Decides how to research grant opportunities. Decides how/what to communicate regarding matching identified need to grant funding source. Decides how/what to communicate regarding grant requirements. Decides what grants should be considered and makes the necessary recommendations to supervisor. 	
5. Performs other duties as assigned.		5%

Guidelines Used: List the laws, rules, regulations, standards and/or guidelines you use in your work, the duties (above) to which they apply, and your reference/guidance source for them

Washington State RCWs; Washington State Court Rules; Court Policies and Procedures; Case Management and Risk Assessment Guidelines; State and Federal Human Resources rules and regulations; GR29 and Court and County Handbook Policies and Procedures.

Originality of Thinking: Describe the degree of inventiveness, imagination and innovation required to perform your duties and responsibilities. Give examples.

This position requires the ability to work collaboratively as part of a Team whose focus is to serve clients with mental illness and/or co-occurring disorders. Often the issues presented by clients in this population are unique and can be challenging. As such, the solution to these issues is usually unique and often requires "out of the box" thinking. Additionally, because this is a new position on a new team in a new program, it is imperative that the successful candidate can develop the position, utilizing some ingenuity and innovation in doing so.

Commitment Authority: Describe the extent to which your work actions could commit the organization to the expenditure of money, time or liability. Give examples.

No commitment authority is authorized.

Equipment Used: List the machinery / tools / equipment regularly used

Examples: computer, cell phone, copier, fax machine, calculator, passenger vehicle, hand tools, etc.

Computer, fax, scanner, copier, calculator, multi-line phone, multi-media equipment, other basic office equipment, passenger vehicle.

Working Conditions: Check all that apply

	Environment		Physical Demands				Intellectual Demands
<input type="checkbox"/>	Excessive noise	<input type="checkbox"/>	Bending	<input type="checkbox"/>	Balancing	<input checked="" type="checkbox"/>	Ability to multitask
<input type="checkbox"/>	Exposure to weather	<input checked="" type="checkbox"/>	Carrying	<input type="checkbox"/>	Climbing	<input checked="" type="checkbox"/>	Confidentiality
<input type="checkbox"/>	Extreme temperatures	<input checked="" type="checkbox"/>	Handling	<input type="checkbox"/>	Crawling	<input checked="" type="checkbox"/>	Ability to work under pressure
<input type="checkbox"/>	Moving/mechanical parts	<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	Crouching	<input checked="" type="checkbox"/>	Ability to articulate and communicate information in conversations

<input checked="" type="checkbox"/>	Pathogen exposure	<input type="checkbox"/>	Pulling	<input type="checkbox"/>	Kneeling	<input checked="" type="checkbox"/>	Ability to follow written instruction
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	Pushing	<input type="checkbox"/>	Reclining	<input checked="" type="checkbox"/>	Ability to follow verbal instruction
<input checked="" type="checkbox"/>	Travel	<input checked="" type="checkbox"/>	Reaching	<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	Other
<input checked="" type="checkbox"/>	Multiple work locations	<input checked="" type="checkbox"/>	Sitting	<input type="checkbox"/>	Smelling		
<input type="checkbox"/>	Work in locked down facility(s)	<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Talking		
<input checked="" type="checkbox"/>	Field Work	<input checked="" type="checkbox"/>	Walking	<input checked="" type="checkbox"/>	Visual Activity		
<input type="checkbox"/>	Other:	<input checked="" type="checkbox"/>	Fingering	<input type="checkbox"/>	Other:		

List any unique conditions that apply to the job that are not generally applicable to all employees:

Example: Use of respirators for emergency response, responsible for handling biohazardous pathogens, hostile clientele, work in locked down facilities

This position requires daily interaction with adult clients who may be hostile and/or angry and who sometimes present themselves at appointments under the influence of alcohol and/or mind/mood altering drugs. Travel may be required.

Indicate which working condition level performed:

- ☒ **210: Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. *Examples: Office Technician, Accountants*
- ☐ **220: Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. *Examples: Computer Support Technician*
- ☐ **230: Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects or work out in the field. *Examples: Appraiser, Probation Officer*
- ☐ **200: Heavy Work:** Exerting up to or in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Work is performed out in the field. *Examples: Maintenance Worker, Road Maintenance Technician*
- ☐ **240: Public Safety:** Position performs duties that may require use of physical force on others on a recurring or regular basis, it ensures public safety by use of law enforcement training and skills. *Examples: Deputy, Corrections Officer, Juvenile Detention Officer*

Education and Experience: Check the minimum formal education needed to start performing work in this position.

- ☐ Any combination of experience or training which provides the knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. *Example: County Worker*
- ☐ High School or (G.E.D.)
- ☐ Associate degree or two-year technical certificate: Type of degree/certificate: Law and Justice, Social Work or related field.
- ☒ Bachelor's degree: Type of degree: Sociology, Psychology, Criminal Justice, Social Work or a related field.
- ☐ Other (Please Explain:

Does this position allow for an equivalency to the Degree listed above?

☒ Yes ☐ No. If no, please explain why:

In addition to the formal education needs, what are the minimum number of months or years of previous related work/volunteer experience are needed to start performing the work of this position upon hire?

Note: For existing and new positions, follow the guidelines outlined by the Generic Class Specifications.
For reclassifications, do not list your current number of years of experience.

or an equivalent combination of education and experience which includes case management experience and provides the knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

List any specific position requirements needed at entry:

Example: education/training certificates, specific computer skills, language abilities

Required:

Successful completion of a criminal background investigation and general employment verification

Bilingual – Spanish – Verbal only, requirement that they be able to conversational Spanish and have the ability to communicate legal terminology in Spanish.

Preferred:

Two (2) years of case management experience

Social services program / case management experience

Analytical and report writing skills, experience creating and maintaining electronic databases

Ability to interact with adult offenders who may be hostile and/or angry and who sometimes present themselves at appointments under the influence of alcohol and/or mind/mood altering drugs.

Does this position require any competency testing or exercises related to the job duties required to be performed? (Please list)

Example: keyboarding, skill in using WORD, EXCEL, 10 key , equipment operation

Pre-Employment

Part of Interview

Spanish Language Testing

Does this position require any of the following: (check all that apply)

Requirements must be requisite of the job and reflected in the duties described above.

Example: Driver's license is required because the position is required to operate a passenger vehicle for work

☒ Valid Driver's License

☒ Background investigation: (check all that apply)

☒ Criminal (required of all positions in working in legal/ law enforcement)

☐ Financial (required for positions handling cash, accounting)

☒ General Employment Verification (required of all positions)

☐ Pre/ Post Employment Drug Testing

☐ Employment Physical - List type: _____

☐ Other: (please list)

Required Knowledge and Skill

Knowledge: Upon entry what specific knowledge would an individual need to assume the duties of this position (Information or concepts that can be measured through written or oral examination)

- Available community resources and services.
- General information regarding career opportunities and related necessary skills.
- Challenges, behaviors, and needs of individuals in the criminal justice system.
- Research techniques
- Report writing techniques.
- Confidentiality guidelines.
- Standard software applications and video conferencing platforms.
- Knowledge of treatment, in particular mental health, and chemical dependency.
- Case management theories, practices, and principles.
- Basic court system procedures.

Skills (and abilities): Upon entry what specific skills/abilities would an individual need to assume the duties of this position
Examples: skill in operation of machinery or equipment; skill in writing; skill in making group presentations

- Interact and communicate effectively with individuals from different cultural and socioeconomic backgrounds.
- Read and understand instructions, manuals, and guides.
- Communicate effectively in both oral and written forms.
- Successfully motivate clients.
- Follow instructions with minimal direction.
- Follow and give clear directions.
- Work independently and make decisions within the framework of established guidelines.
- Work without immediate supervision and be self-motivated.
- Work cooperatively and effectively in a team environment.
- Utilize behavior management strategies.
- Travel.
- Adapt to individual needs of clients.
- Manage multiple tasks simultaneously.
- Understand and maintain confidentiality of client information.
- Perform general clerical duties including recordkeeping and filing.
- Accept, understand, and relate to clients who have behavioral, emotional, learning, or physical disabilities.
- Use a computer to maintain various databases.
- Create certificates, flyers, publications, presentations and other promotional or informational materials.
- Conduct online research.

Additional Comments: Add any necessary comments to ensure an accurate description of the job.

Supervisor's Comments: Supervisory review is required. The PDQ submitted to the Human Resources Office must be approved by the supervisor and verified as an accurate description of the work performed by the Department Head/Elected Official. The PDQ is the basis for establishing performance standards, but not designed to be a tool for rating employee performance. Employees and supervisors may submit additional materials, as needed to explain the work performed:

Department Head / Elected Official Comments: This space is provided for the Department Head/Elected Official to make additional comments as needed:

Signatures: Signature of the Department Head/Elected Official indicates that the duties described, and as amended in the comments, are an accurate reflection of the responsibilities assigned to this position.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Department Head/ Elected Official Signature: _____	Date: _____

- ✓ Give a completed copy, including all supervisory comments to the employee
- ✓ Send the original signed copy and an electronic copy to Human Resources
- ✓ Send a copy of your department's organizational chart

NOTE: PDQs submitted for the purpose of reclassification will not be accepted without the signature of the Department Head / Elected Official.

For Human Resources Only

Effective Date of PDQ:

Action Memo Effective Date of Change:

YAKIMA COUNTY

POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

This form is used for the development of new positions or revising current positions within Yakima County.
Please read the entire questionnaire before completing the form.

Job Type: (check one) <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Request for reclassification <input type="checkbox"/> Duty Update					
Name: NEW		Department/Division: District Court		List if available	
				PCN: 440-82, 440-83, 440-84	DBM: C41
Current Job (Classification) Title: Probation Officer		Working Title (if any):			
Union Status: (if current position) <input type="checkbox"/> Union: _____ <input checked="" type="checkbox"/> Non-Bargaining		FLSA Status: (if current position) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt			
Work Location: Varies		Work Hours: 8:00 – 5:00 Monday-Friday		% FTE: 100%	
Name of Immediate Supervisor: Vacant		Immediate Supervisor's Working Title: MH Supervision Team Supervisor			
		Immediate Supervisor's Job Classification and DBM: TBD			
Provide a current copy of your Department's Organizational Chart. If one is not available, please list the names of the management team and the persons that each supervises.					
Name of Manager/ Supervisor			Employee Supervised		
See attached.					
List names and titles of persons of whom <u>this</u> position supervises:					
Employee			Position Title		

Check the responsibilities that apply to this position: (check all that apply)				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<p>Makes hiring, pay and termination decisions.</p> <p>Makes hiring, pay and termination recommendations.</p> <p>Supervises other County employees, including signing of performance reviews if used. (Employees are defined as regular, budgeted positions and do not include Extra Help, Contracted personnel or Volunteers)</p> <p>Evaluates work performance of other County employees, providing input to supervisor.</p> <p>Instructs others in methods or procedures needed to carry out their job.</p> <p>Assigns and reviews the day-to-day work of others budgeted positions.</p> <p>None</p>			
What level of interaction does this position have with:				
The General Public:	<input checked="" type="checkbox"/> Extensive	<input type="checkbox"/> Considerable	<input type="checkbox"/> Some	<input type="checkbox"/> None
Service Users (other public/private agencies):	<input checked="" type="checkbox"/> Extensive	<input type="checkbox"/> Considerable	<input type="checkbox"/> Some	<input type="checkbox"/> None
County Staff (other Departments / Divisions):	<input type="checkbox"/> Extensive	<input checked="" type="checkbox"/> Considerable	<input type="checkbox"/> Some	<input type="checkbox"/> None
Department Heads / Elected Officials:	<input type="checkbox"/> Extensive	<input type="checkbox"/> Considerable	<input checked="" type="checkbox"/> Some	<input type="checkbox"/> None
Explain the nature of any contacts that you consider of particular importance to the review:				
Include interaction with other department outside agencies and the public				
<p>The Mental Health Supervision Team is responsible for supervising clients who are required to complete court ordered conditions imposed by the Court. The clients assigned to this Team for supervision have at a minimum, a court ordered condition that they obtain a mental health evaluation and follow through with treatment recommendations. The supervision approach within this Team is different than a traditional probation supervision model in that it has at its core a collaboration component. The caseloads are by design smaller so that more direct and impactful advocacy work can take place with the clients being supervised by the Team. Embedded within the team are staff employed by a local mental health service provider who, along with the supervision staff, work closely together to manage the clients assigned to the Team. Because of the collaborative approach to the work being done by this Team, it is imperative that the Probation Officers work diligently to foster and encourage established relationships with community partners who could offer support to the clients under supervision.</p>				
Position Summary: Briefly describe what is considered to be the major purpose or objective of the job.				
This statement will be used in posting the position.				
<p>Probation Officers on the Team are responsible for supervising clients who have a diagnosed mental illness, inclusive of those who are challenged with a co-occurring disorder. The clients will have many conditions place on them from the sentencing court, however, they all will have a requirement of treatment for mental illness and in some instances drug treatment. The Probation Officer assigned to this Team will be assigned a small manageable caseload to allow for meaningful and interactive supervision and case management. It will be the Probation Officer's responsibility to develop a case plan, identify challenges or barriers and determine possible solutions. The Probation Officer will work with the client to identify and meet their needs to ensure the greatest opportunity for successful completion of probation. This will require that the Probation Officer not only supervise the client but also advocate for them where appropriate and needed among the various systems in which the client interacts.</p>				
Essential Duties: Describe each essential duty performed that involves at least 5% of your time and the decision(s) needed to be made in order to carry out the duty.				
Time must be listed in increments of 5% or more and total 100% (Add more rows as needed)				
Essential Duties (Begin each duty statement with an <i>action verb</i> ("calculates", "operates", "establishes") telling <i>what</i> is done or <i>why</i> it is done)	Decisions Required (decides who, what, when, where and how decisions are made)	Time %		
Example: Provides support and service to employees regarding payroll processing of benefits and compensation.	• What payroll information must be entered into the computer system; how to enter it.			

	<ul style="list-style-type: none"> • <i>How to meet Cayenta payroll system deadlines.</i> • <i>How to enter or correct information in the specialized system for applicant tracking to the correct job. When to release information from the system according to confidentiality rules.</i> 	
<p>1. Conducts intake interviews, administers risk and needs assessment, determines level of supervision, and compiles sufficient information to develop a client profile. After reviewing/obtaining all available information about the client, develops a case management plan. Identifies potential barriers to success while on probation and research options to overcome those barriers. Works directly with the client to apply for additional services, attends and participates in appointments for services as needed, encourages client to engage in any additional services or activities that will afford them the best change of successfully completing probation.</p>	<ul style="list-style-type: none"> • Decide what questions to ask and what information to include in the risk/needs assessment. • Decide what criminal history and background information is pertinent to case plan. • Develop and implement the case plan with the client taking into consideration each client's unique set of circumstances as well as the department's supervision policy. • Decide what communication techniques to use with each client, to better ensure rapport. 	35%
<p>2. Maintains a system for monitoring the clients' compliance with the court ordered conditions and additional services or activities that enhance the possibility of successful completion. Documents in case management system in detail every contact with client, service providers, progress reports from treatment agencies and any other information acquired while managing the client. Prepares legal and administrative documents necessary to carry out the delivery of quality probation services to clients (i.e., releases of information, violation petitions, memos to the court providing updated information, correspondence to treatment agencies and others associated with the case plan etc.)</p> <p>Participates in regular staffing's with other members of the Team. Determine the seriousness of the situation. Responds to crisis situations by taking appropriate and timely action.</p> <p>Determine if UA/PBT testing is appropriate and confirm that the testing is authorized by department policy and/or court order. Conducts random urinalysis and PBT testing as authorized by court order.</p>	<ul style="list-style-type: none"> • Develops a system to ensure consistent, thorough, and timely review of all supervision conditions for each client on caseload. • Decide what information should be included in the case management system. • If there is a violation, decide what course of action to take, taking into consideration the department's supervision policy as well as the individual client's circumstances. • Decide what information to include in the court report. • Decide what documents to prepare, what information to include and where to route them. • Develop and communicate recommendations to the court when appropriate. • Decide what information to share during staffing. • In responding to a crisis or serious concern about a client, based on training and experience decide the best course of action. • Decide when to involve other agencies/resources to assist client during crisis. • Decide if administering UA/PBT testing is appropriate based on training and experience 	45%

3. Conducts pre-sentence and post-sentence evaluations for the court as directed. Determine what information is relevant to include in pre- or post-sentence reports. Testifies in court as required. Provides information related to client compliance with court ordered conditions (i.e. treatment requirements, attending victim impact panel, completion of driving class, community service etc.) to prosecutor, court personnel, defense attorneys and treatment providers.	<ul style="list-style-type: none"> Decide where to access information to complete the pre-sentence or post-sentence report. Decide what information to include in pre-sentence or post-sentence report. Decide what information to review to prepare to testify in court. Decide what information to provide to the court and the attorneys. 	15%
4. Other duties required.		5%

Guidelines Used: List the laws, rules, regulations, standards and/or guidelines you use in your work, the duties (above) to which they apply, and your reference/guidance source for them.

Washington State RCWs; Washington State Court Rules; Court Policies and Procedures; Case Management and Risk Assessment Guidelines; State and Federal Human Resources rules and regulations; GR29 and Court and County Handbook Policies and Procedures.

Originality of Thinking: Describe the degree of inventiveness, imagination and innovation required to perform your duties and responsibilities. Give examples.

The person in this position must possess the ability to apply motivational interviewing techniques to obtain the necessary information to administer a risk assessment as well as assist the client in successfully completing their court ordered conditions. Because the population they will be working with is so diverse, the successful candidate must be able to come up with a variety of approaches, communication styles or other methods to actively engage those they are responsible for supervising.

Commitment Authority: Describe the extent to which your work actions could commit the organization to the expenditure of money, time or liability. Give examples.

It is critical that the person in this position strictly adheres to the policies as well as the conditions outlined in the court order. Failure to do so will expose the department and the county to significant liability exposure.

Equipment Used: List the machinery / tools / equipment regularly used

Examples: computer, cell phone, copier, fax machine, calculator, passenger vehicle, hand tools, etc.

Computer, fax, scanner, copier, calculator, multi-line phone, multi-media equipment, other basic office equipment, passenger vehicle.

Working Conditions: Check all that apply

	Environment		Physical Demands				Intellectual Demands
<input type="checkbox"/>	Excessive noise	<input type="checkbox"/>	Bending	<input type="checkbox"/>	Balancing	<input checked="" type="checkbox"/>	Ability to multitask
<input type="checkbox"/>	Exposure to weather	<input checked="" type="checkbox"/>	Carrying	<input type="checkbox"/>	Climbing	<input checked="" type="checkbox"/>	Confidentiality
<input type="checkbox"/>	Extreme temperatures	<input checked="" type="checkbox"/>	Handling	<input type="checkbox"/>	Crawling	<input checked="" type="checkbox"/>	Ability to work under pressure
<input type="checkbox"/>	Moving/mechanical parts	<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	Crouching	<input checked="" type="checkbox"/>	Ability to articulate and communicate information in conversations

<input checked="" type="checkbox"/>	Pathogen exposure	<input type="checkbox"/>	Pulling	<input type="checkbox"/>	Kneeling	<input checked="" type="checkbox"/>	Ability to follow written instruction
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	Pushing	<input type="checkbox"/>	Reclining	<input checked="" type="checkbox"/>	Ability to follow verbal instruction
<input checked="" type="checkbox"/>	Travel	<input checked="" type="checkbox"/>	Reaching	<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Multiple work locations	<input checked="" type="checkbox"/>	Sitting	<input type="checkbox"/>	Smelling	<input type="checkbox"/>	
<input type="checkbox"/>	Work in locked down facility(s)	<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Talking	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Field Work	<input checked="" type="checkbox"/>	Walking	<input checked="" type="checkbox"/>	Visual Acuity	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Other: See below:	<input checked="" type="checkbox"/>	Fingering	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

List any unique conditions that apply to the job that are not generally applicable to all employees:

Example: Use of respirators for emergency response, responsible for handling biohazardous pathogens, hostile clientele, work in locked down facilities

This position requires daily interaction with adult clients who may be hostile and/or angry and who sometimes present themselves at appointments under the influence of alcohol and/or mind/mood altering drugs; exposure to bodily fluids obtained in standard drug testing.

Indicate which working condition level performed:

- ☒ **210: Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. *Examples: Office Technician, Accountants*
- ☐ **220: Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. *Examples: Computer Support Technician*
- ☐ **230: Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects or work out in the field. *Examples: Appraiser, Probation Officer*
- ☐ **200: Heavy Work:** Exerting up to or in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Work is performed out in the field. *Examples: Maintenance Worker, Road Maintenance Technician*
- ☐ **240: Public Safety:** Position performs duties that may require use of physical force on others on a recurring or regular basis, it ensures public safety by use of law enforcement training and skills. *Examples: Deputy, Corrections Officer, Juvenile Detention Officer*

Education and Experience: Check the minimum formal education needed to start performing work in this position.

- ☐ Any combination of experience or training which provides the knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. *Example: County Worker*
- ☐ High School or (G.E.D.)
- ☐ Associate degree or two-year technical certificate: Type of degree/certificate: _____
- ☒ Bachelor's degree: Type of degree: Sociology, Psychology, Criminal Justice, Social Work or a related field.
- ☐ Other (Please Explain): _____

Does this position allow for an equivalency to the Degree listed above?

- ☐ Yes ☒ No. If no, please explain why: Administrative Rule for Courts of Limited Jurisdiction (ARLJ 11) as established by the Washington State Supreme Court, requires at a minimum a bachelor's degree for a

Probation Officer with no equivalency option.

In addition to the formal education needs, what are the minimum number of months or years of previous related work/volunteer experience are needed to start performing the work of this position upon hire?

Note: For existing and new positions, follow the guidelines outlined by the Generic Class Specifications.
For reclassifications, do not list your current number of years of experience.

None.

List any specific position requirements needed at entry:

Example: education/training certificates, specific computer skills, language abilities

Required:

- Valid WA State Driver's License and proof of insurance.
- Successful completion of a comprehensive criminal background check and general employment verification.
- Successful completion of the Misdemeanant Probation Academy within 1 year of employment
- Washington Healthplanfinder Certification within 1 year of employment
- SOAR Certification within 1 year of employment
-

Preferred:

- Bilingual in English / Spanish
- Current Misdemeanant Probation Academy Certification
- Current Washington Healthplanfinder Certification
- Current SOAR Certification

Does this position require any competency testing or exercises related to the job duties required to be performed? (Please list)

Example: keyboarding, skill in using WORD, EXCEL, 10 key , equipment operation

Pre-Employment

Part of Interview

None

None

Does this position require any of the following: (check all that apply)

Requirements must be requisite of the job and reflected in the duties described above.

Example: Driver's license is required because the position is required to operate a passenger vehicle for work

☒ Valid Driver's License

☒ Background investigation: (check all that apply)

☒ Criminal (required of all positions in working in legal/ law enforcement)

☐ Financial (required for positions handling cash, accounting)

☒ General Employment Verification (required of all positions)

- ☐ Pre/ Post Employment Drug Testing
- ☐ Employment Physical - List type: _____
- ☐ Other: (please list)

Required Knowledge and Skill

Knowledge: Upon entry what specific knowledge would an individual need to assume the duties of this position (Information or concepts that can be measured through written or oral examination)

Principles and practices of supervision of adult clients.
 Knowledge of interviewing, assessment, and counseling techniques.
 Knowledge and experience working with clients who experience mental health issues and/or co-occurring disorders.
 Knowledge of treatment, in particular mental health, and chemical dependency.
 Case management theories, practices, and principles.
 Basic report writing methods.
 Basic court system procedures.
 Basic terminology, laws, rules, and regulations and codes governing area of assignment.
 Customer service techniques and team building concepts.

Skills (and abilities): Upon entry what specific skills/abilities would an individual need to assume the duties of this position
Examples: skill in operation of machinery or equipment; skill in writing; skill in making group presentations.

Using a personal computer and related software applications and operating basic office equipment.
 Collecting, compiling, organizing and maintaining information and notes of progress and compliance.
 Determining appropriate course of action and making recommendations.
 Interviewing and counseling clients.
 Applying techniques such as crisis management and de-escalation.
 Detecting drug and alcohol addiction and using equipment for the detection of such.
 Preparing and giving presentations or testimony.
 Evaluating and assessing needs and developing, implementing and monitoring case plans and preparing related reports.
 Applying authority and confronting individuals.
 Complying with laws, codes, ordinances, and regulations.
 Conducting investigation.
 Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
 Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

Additional Comments: Add any necessary comments to ensure an accurate description of the job.

Supervisor's Comments: Supervisory review is required. The PDQ submitted to the Human Resources Office must be approved by the supervisor and verified as an accurate description of the work performed by the Department Head/Elected Official. The PDQ is the basis for establishing performance standards, but not designed to be a tool for rating employee performance. Employees and supervisors may submit additional materials, as needed to explain the work performed:

Department Head / Elected Official Comments: This space is provided for the Department Head/Elected Official to make additional comments as needed:

Signatures: Signature of the Department Head/Elected Official indicates that the duties described, and as amended in the comments, are an accurate reflection of the responsibilities assigned to this position.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

**Department Head/ Elected
Official Signature:** _____

Date: _____

- ✓ Give a completed copy, including all supervisory comments to the employee
- ✓ Send the original signed copy and an electronic copy to Human Resources
- ✓ Send a copy of your department's organizational chart

NOTE: PDQs submitted for the purpose of reclassification will not be accepted without the signature of the Department Head / Elected Official.

ADDENDUM B



EMPLOYMENT INTERVIEW

POSITION: **Adult Probation Counselor**

DATE: _____

NAME OF APPLICANT: _____

NAME OF INTERVIEWER: _____

Instructions: During the interview, evaluate the applicant's interview performance on each question. Select a rating category. After the interview discuss the applicant's interview performance with the interview panel and individually assign a score from within your selected category for each question (panel consensus is not necessary). Please use whole numbers. Individually total your score and divide by the overall number of interview questions asked to determine a final interview performance score.

Rating Category:

O = outstanding V = very good G = good F = fair U = unsatisfactory
(9-10) (8.0-8.5) (7.0-7.5) (5.5-6.5) (5 or below)

1. Please describe your educational, past and current work experience that best prepare you for the Adult Probation Counselor position.

Rating Category	Assigned Score	Quality Sought: Bachelor's degree, AA degree in law & justice. Community corrections training, probation or parole experience, familiarity with the Court system, case management, assessments and case planning, referral for services, problem solving, working with mental health clients, crisis intervention, individual or family counseling, engagement, motivation, support and monitor, ability to read, write, and speak in Spanish.
O _____	_____ (9-10)	COMMENTS:
V _____	_____ (8.0-8.5)	
G _____	_____ (7.0-7.5)	
F _____	_____ (5.5-6.5)	
U _____	_____ (No Score)	

2. Describe your ability to receive and apply professional feedback in areas in which you may need to improve. Please provide an example from your real-life work experience.

Rating Category	Assigned Score	Quality Sought: Applicant provides a relevant example. Specifics on how, open to feedback, feedback for growth, self-evaluation, application of feedback, openness to new approaches, acknowledge feedback as necessary. Able to give constructive feedback COMMENTS:
O _____	_____ (9.0-10)	
V _____	_____ (8.0-8.5)	
G _____	_____ (7.0-7.5)	
F _____	_____ (5.5-6.5)	
U _____	_____ (No Score)	

3. Describe strategies you have used to engage difficult individuals.

Rating Category	Assigned Score	Quality Sought: Non-judgmental, validation, acceptance, active listening, reframing, motivational interviewing, goal setting, honest, tactfully addressing difficult topics, direct, firm, fair, staffing cases with co-workers. COMMENTS:
O _____	_____ (9.0-10)	
V _____	_____ (8.0-8.5)	
G _____	_____ (7.0-7.5)	
F _____	_____ (5.5-6.5)	
U _____	_____ (No Score)	

4. Describe your strategies for de-escalating angry clients in the moment. Provide an example of a time when you used this strategy in your work with a client.

Rating Category	Assigned Score	Quality Sought: Provide relevant example, Verbal de-escalation skills, validation, calm and professional, refrain from arguing, consider safety and exit strategies, don't personalize. COMMENTS:
O _____	_____ (9.0-10)	
V _____	_____ (8.0-8.5)	
G _____	_____ (7.0-7.5)	
F _____	_____ (5.5-6.5)	
U _____	_____ (No Score)	

5. What is customer service and how is it relevant to the work of a probation officer?

Rating Category	Assigned Score	Quality Sought: Fair, consistent, supportive, encouraging, committed, honest, timely responses, follow-ups, build trust, build rapport, establish a positive and professional working relationship, provide resources to help individuals to be successful. COMMENTS:
O _____	_____ (9.0-10)	
V _____	_____ (8.0-8.5)	
G _____	_____ (7.0-7.5)	
F _____	_____ (5.5-6.5)	
U _____	_____ (No Score)	

6. Provide an example of a bribe or gratuity and how would you respond to being offered a bribe or gratuity by a probationer?

Rating Category	Assigned Score	Quality Sought: Define or provide an example of a gratuity. Gives a proper response, decline the gratuity, end the appointment, notify supervisor, document the gratuity incident. COMMENTS:
O _____	_____ (9.0-10)	
V _____	_____ (8.0-8.5)	
G _____	_____ (7.0-7.5)	
F _____	_____ (5.5-6.5)	
U _____	_____ (No Score)	

7. Please give a specific example of a time when a supervisor or leader made a Department decision you did not agree with. How did you handle the situation?

Rating Category	Assigned Score	Quality Sought: Respectfully express concerns, be open minded to other perspectives, refrain from complaining to others, and/or seek advice from someone about how to express your opinions/concern. Honor the decision if it is final. COMMENTS:
O _____	_____ (9.0-10)	
V _____	_____ (8.0-8.5)	
G _____	_____ (7.0-7.5)	
F _____	_____ (5.5-6.5)	
U _____	_____ No Score	

8. Probation officers have access to individual's private records. Why is confidentiality important and what could you do to ensure confidentiality is maintained?

Rating Category

O _____

V _____

G _____

F _____

U _____

Assigned Score

_____ (9.0-10)

_____ (8.0-8.5)

_____ (7.0-7.5)

_____ (5.5-6.5)

_____ No Score

Qualities Sought: Adhering to departmental policy, court rules, and federal laws with regards to handling private information. Ensure records are put away and not left laying around, lock computer when left unattended, only release information to authorized individuals, do not discuss information outside of the workplace, obtain release of information, explain the process of obtaining confidential information to those seeking the information.

9. Describe your concept of professionalism.

Rating Category

O _____

V _____

G _____

F _____

U _____

Assigned Score

_____ (9.0-10)

_____ (8.0-8.5)

_____ (7.0-7.5)

_____ (5.5-6.5)

_____ (No Score)

Quality Sought: Integrity, ethics, honesty, fairness, good communication, model professional behavior, appearance, maintaining appropriate boundaries w/clients and work team. Attendance, follow through
COMMENTS:

10. Describe your experience in collaborating with community resources.		
Rating Category	Assigned Score	Quality Sought: Experience working with treatment agencies or other local resources, ability to communicate, share information, share resources, staff cases, consider alternate points of view. COMMENTS:
O _____	_____ (9.0-10)	
V _____	_____ (8.0-8.5)	
G _____	_____ (7.0-7.5)	
F _____	_____ (5.5-6.5)	
U _____	_____ (No Score)	

11. This department will conduct fieldwork. Do you have experience of field visits? And how do you feel about conducting field visits?		
Rating Category	Assigned Score	Quality Sought: Experience doing field visits with agencies or other local resources, clients, ability to communicate, share information, staff cases about field visits such as provide feedback or concerns, consider alternate points of view and safety. COMMENTS:
O _____	_____ (9.0-10)	
V _____	_____ (8.0-8.5)	
G _____	_____ (7.0-7.5)	
F _____	_____ (5.5-6.5)	
U _____	_____ (No Score)	

12.Do you think people’s behavior can change? Explain why.		
Rating Category	Assigned Score	Quality Sought: Integrity, ethics, honesty, fairness, good communication, model of behavior change, appearance, maintaining appropriate boundaries w/clients. follow through. COMMENTS:
O _____	_____ (9.0-10)	
V _____	_____ (8.0-8.5)	
G _____	_____ (7.0-7.5)	
F _____	_____ (5.5-6.5)	
U _____	_____ (No Score)	

Is there anything else you would like us to know but haven't included in the interview?

INTERVIEW PERFORMANCE SCORE

Total the scores from each question to get the score. Select the appropriate rating category below for this applicant.

LIST NUMERICAL SCORE IN

RATING CATEGORY

THE APPROPRIATE CATEGORY BELOW

- Outstanding

_____ (90-100)
- Very Good

_____ (80-89)
- Good

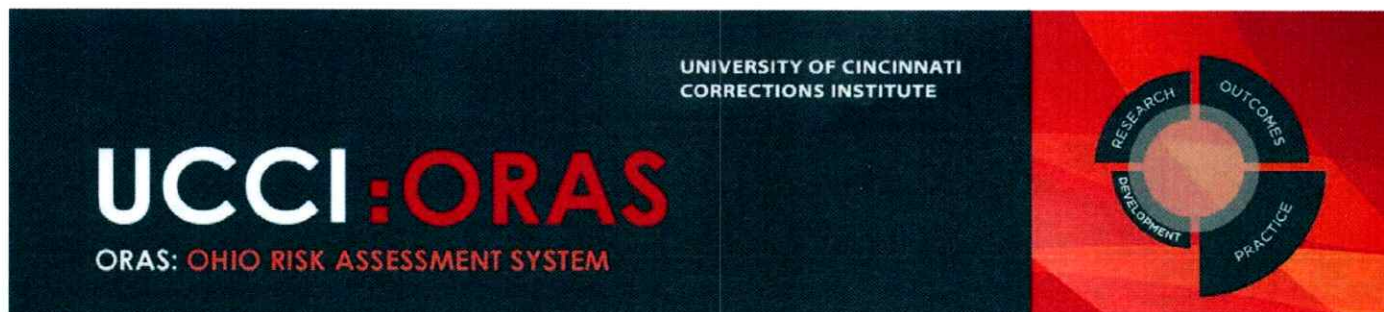
_____ (70-79)
- Fair

_____ (60-69)
- Unsatisfactory

_____ (59 or below)

ADDENDUM C





The Ohio Risk Assessment System (ORAS) is a dynamic risk/needs assessment system to be used with adult offenders. It offers criminal justice actors the ability to assess individuals at various decision points across the criminal justice system. The ORAS is comprised of nine tools, and while the assessment is free to use, agencies must be trained prior to implementation. Training on the system provides an overview of the assessment tools with techniques for administering and scoring the individual assessments. In addition, the training will review how to use the scores obtained from individuals' ORAS assessments to develop case plans for reducing risk to re-offend. The University of Cincinnati (UC) serves as the sole owner and proprietor of the copyright in the Ohio Risk Assessment System (ORAS), and its corresponding manual and training program.

OVERVIEW

Components of the assessment include nine instruments:

- Pre-Trial Tool (ORAS-PAT)
- Community Supervision Screening Tool (ORAS-CSST)
- Community Supervision Assessment Tool (ORAS-CST)
- Misdemeanor Screening Tool (ORAS-MST)
- Misdemeanor Assessment Tool (ORAS-MAT)
- Prison Intake Screening Tool (ORAS-PST)
- Prison Intake Tool (ORAS-PIT)
- Reentry Tool (ORAS-RT)
- Supplemental Reentry Tool (ORAS-SRT)

END USER

The end user session is two days of in person training for a maximum of 30 trainees, or 4 half-days of synchronous on-line training for a maximum of 15 trainees. The training protocol covers an introduction to the ORAS, review and practice scoring tools, practicing interview skills, review and practice scoring tools, review assessment driven case planning, and a certification test.

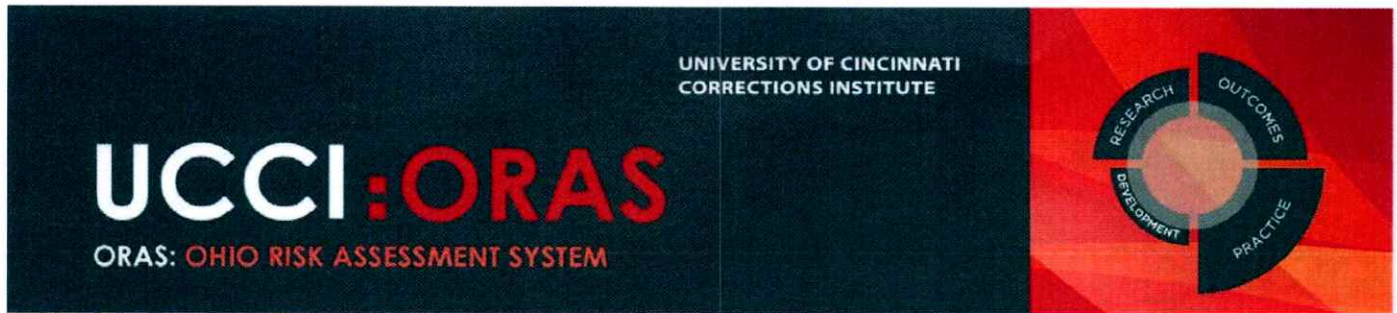
Our goal is to provide a high-fidelity program. UCCI assessments are free to use! Our mission is to research, develop, disseminate and implement evidence-based practices in corrections. As such, we've worked with the university to offer this program at no "per-participant" fee. While copyrighted property of the University of Cincinnati, training materials received in our training events include permission to photocopy resources needed to conduct assessments. Once trained facilitators have conducted at least 15 live assessments with individuals, they may be eligible to participate in a training-of-trainers' session to build agency sustainability of the program.

AUTOMATED SYSTEM

UCCI has partnered with the UC IT Solutions Center (ITSC) to create an automated tool to provide agencies with the ability to integrate the ORAS seamlessly into their day-to-day work. The automated system can be accessed via a secure web-based portal and all agency data can either be housed on UC's servers or on individual agency servers. Like the pen/paper version, there is no "per-participant" fee to use the system. Start-up and annual help-desk/maintenance contracts are required for agency integration.

CONTACT

For more information about ORAS, please contact UCCI at corrections.institute@uc.edu or visit our website at www.uc.edu/corrections.



DESCRIPTION OF TOOLS

Pretrial Assessment Tool (PAT): Designed to be predictive of both a defendant's failure-to-appear and risk of violating pretrial probation with a new offense. The tool consists of 7 items and can be administered in approximately 10 to 15 minutes.

Community Supervision Screening Tool (ORAS-CSST): Designed for use in a community setting. The tool consists of 4 items and can be administered in 5 to 10 minutes. It is recommended that a full CST be conducted on offenders who score moderate to high risk on this screening instrument.

Community Screening Tool (ORAS-CST): Designed for use in a community setting. The tool consists of 35 items and can be administered in approximately 45 to 60 minutes.

Misdemeanor Screening Tool (ORAS-MST): Designed for use in municipal court settings. The tool consists of 6 items and can be administered in 5 to 10 minutes. It is recommended that a full MAT be conducted on offenders who score moderate to high risk on this screening instrument.

Misdemeanor Assessment Tool (ORAS-MAT): Designed for use in municipal court settings. The tool consists of 12 items and can be administered in approximately 15 to 20 minutes.

Prison Screening Tool (ORAS-PST): Designed to be used upon prison entry. The tool consists of 4 items and can be administered in 5 to 10 minutes. It is recommended that a full PIT be conducted on offenders who score moderate to high risk on this screening instrument.

Prison Intake Tool (ORAS-PIT): Designed to be used upon prison entry. The tool consists of 30 items and can be administered in 40 to 50 minutes.

Reentry Tool (ORAS-RT): Designed to be used prior to release from prison with a stay longer than 4 years. The tool consists of 18 items and can be administered in 30 to 45 minutes.

Supplemental Reentry Tool (ORAS-SRT): Designed to be used prior to release from prison with a stay shorter than 4 years. The tool consists of 18 items and can be administered in 20 to 30 minutes.

ADDENDUM D



Year 2024

Progress Report: From: Quarter 1: 1/16 to 4/15

Yakima County District Court Probation Mental Health Sales Tax 2024.

Yakima County District Court

CASE PLAN

Name: _____ Date: _____

Client Number: _____ JPC _____

Risk Item: _____

Risk Item: _____

Risk Item: _____

GOAL STATEMENT: _____

INCENTIVE: _____

INTERVENTION: (check one) _____ *D/A* _____ *MH* _____ *DDC* _____ *VIP* _____ *OTHER*

- FORMAL: _____
- INFORMAL: _____
- FAMILY: _____

ACTION STEPS	RESPONSIBILITY	DUE DATE / BARRIERS
	Client BH Counselor JPC	
	Client BH Counselor JPC	

Signature of Client

Signature of BH Counselor

Signature of JPC