

# Diversion Coordinator



## General Summary of Classification:

Collaborates with prosecutors, defense attorneys, probation officers, the Courts and various County agencies to manage core diversion background checks, processes and practices, and provide guidance on available diversion programs and defendants' eligibility; identifies substance-involved criminal defendants who may be viable candidates for diversion either as a pre-trial or post-adjudication effort; closely monitors diverted defendants' compliance with the alternative placement requirements; serves as "gatekeeper" balancing the diverted defendant's needs and circumstances with public safety; maintains data, identifies and tracks trends, evaluates and reports on diversion efforts' performance measures; provides guidance and support to aligned public safety and criminal justice committees and/or tasks with subject matter expertise; performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Collaborates with court personnel, prosecutors, attorneys, various County departments' personnel, board & committee members, diversion team members, and diversion resources' representatives to identify and assess substance-involved criminal defendants who may be viable candidates for diversion programs, either as a pre-trial or post-adjudication effort;
- Coordinates the development of a recovery plan with all relevant stakeholders and reports the plan, compliance and non-compliance to courts and other stakeholders in a timely manner for the safety of the diverted defendant and the public;
- Prepares the necessary contracts and paperwork for a defendant's entry into an approved diversion program, arranges the necessary transportation, notifies all affected parties of obligations (e.g. monitoring, progress reporting, notifications, court dates, etc.) under the terms of the diversion, and maintains all related records;
- Communicates with all relevant stakeholders to ensure program updates, required information, and other sensitive participant or case related data are managed and/or disseminated in accordance with applicable policy, guidance, and directives;
- Maintains diversion database(s) to track defendants' compliance, progress, and generate required program reports;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of the criminal justice system, substance use and community-based recovery and diversion resources; strong interviewing, assessment, critical thinking & analytical skills; excellent attention to details, time management & multitasking skills; ability to independently prepare, file, & maintain various types of legal & HIPAA protected documents & information; ability to collaborate effectively to develop case management plans, monitor and document compliance, identify non-compliance & certification credential issues, identify & initiate appropriate corrective measures; must be able to recognize and appropriately address emerging trends and needs as well as emergency and immediate need situations.
- **Technical:** Excellent Excel, data management, trending, analysis, and data reporting skills; ability to use accurately and efficiently use typical business software, proprietary systems and applications, various other technologies to complete assigned duties.
- **Interpersonal, Communication and Customer Service:** Develops and maintains excellent working relationships and sound professional boundaries with all levels of stakeholders in the criminal justice system and a diverse array of community resources and programs utilized to support diverted defendants; communicates and interacts professionally with diverse array of defendants; flexible with excellent collaborative skills and ability work independently and as part of a team.
- **Decision-making and Authority:** Member of diversion related teams that divert and case manage substance-involved criminal defendants who meet eligibility requirements for diversion into a supportive setting or an other-than-jail setting; monitors and reports on diverted defendants' progress & compliance with the approved diversion treatment plan and "under advisement" conditions; recognizes emergency and immediate need situations with diverted defendants & involves the appropriate stakeholders and resources in timely manner; provides guidance on the development of diversion programs and policies .
- **Leadership:** Serves as subject matter expert, resource, primary point of contact, and County representative for judges, prosecutors, attorneys, probation officers, other criminal justice partners, and numerous external diversion program partners; leads or serves on various steering committees, sub-committees, and task forces.
- **Environment:** Typically works in an office, conference room or court room setting; may be required to work in various job-related locations as needed; may be required to work a flexible schedule as needed.
- **Physical:** Visual, hearing, and vocal acuity sufficient to effectively engage in meetings, discussions, and collaborations. Physical ability sufficient to perform assigned duties in various duty-related locations as needed.

## Minimum Education and Experience:

**Education:** Four (4) year degree in a criminal justice or other relevant field that provides sound working knowledge of the criminal justice system, substance abuse, treatment programs and community resources;

**Experience:** Previous relevant experience working with/in the criminal justice system and/or substance use and treatment;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.) including completion of all NIS ICS required training:

- Valid driver's license to perform assigned duties at various locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.