**Washington County Diversion Program**

**Pretrial Services Coordinator/Youth Substance Awareness and Safety Program Case Manager**

**Job Description**

**Reports to:** Executive Director

**Description:** Pretrial Services (PTS) Coordinators offer needs screenings at all pretrial points in the criminal justice system**.** PTS Coordinators provide case management supports and services to those who are referred by the Court to assure compliance with conditions of release and provide pretrial intervention and case management supports and services to assist those referred to address criminogenic needs and repair the harms caused by their unlawful actions. Coordinators work primarily with people who are cited or arrested and for whom the underlying cause of the criminal behavior is believed to be substance use and/or mental health problems, to rapidly connect them to treatment providers and other community-based services.

Youth Substance Awareness and Safety Program (YSASP) Case Managers work with all youth in Washington County that receive an underage violation for marijuana, alcohol, or buprenorphine. The YSASP case manager must screen all youth to determine an appropriate level of intervention. Case managers primarily will work with youth, families, law enforcement officers, and local service providers.

**Responsibilities:**

* Provide needs screening and referrals to clinical assessments as needed to all who are eligible
* Verify assessment information
* Communicate with service providers to deliver rapid and seamless supportive case management to participants
* Collect, enter, and share data as required by programs
* Work collaboratively with team members and agency partners
* Protect participant confidentiality
* Attend trainings as required by the sponsoring agency

**Minimum Qualifications:**

* College degree in Education, Human Services, or Criminal Justice or significant related professional experience
* Understanding and knowledge in the areas of substance abuse, domestic violence, poverty, and crime
* Knowledge of community resources and the ability to make appropriate referrals
* Patience, reliability, good judgment, respect for diversity, and excellent communication skills
* Strong time management, record keeping and computer skills
* Well-developed sense of professional and personal boundaries
* Reliable transportation
* Ability to meet requirements for background checks