

Diversion Coordinator



General Summary of Classification:

Under the guidance of the Deputy Commonwealth Attorney, collaborates with prosecutors, defense attorneys, probation officers, the Courts and various County agencies to identify substance-involved criminal defendants who may be viable candidates for diversion from the traditional criminal justice process, either as a pre-trial or post-adjudication effort; closely monitors diverted defendants' compliance with the alternative placement requirements to ensure public safety and the safety of the diverted defendant; 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; 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.

- Attends all routine, regularly scheduled, and as needed meetings with court personnel, prosecutors, attorneys, various County departments' personnel, various board and committee members, diversion team members, and diversion resources' representatives to identify and assess substance-involved criminal defendants who may be viable candidates for diversion from the traditional criminal justice process, either as a pre-trial or post-adjudication effort, and placed into a supportive setting or a setting other than jail with prescribed conditions and/or a structured treatment plan to support recovery;
- Coordinates background checks with Henrico's Police personnel on all defendants identified as viable diversion candidates;
- 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;
- Maintains substantive communications with all stakeholders to ensure timely updates, exchanges of information & notifications, and tracks all diversion, compliance, progress and recovery related information in designated database(s);
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of the criminal justice system and community-based diversion resources; sound interviewing, assessment and analysis skills; detail oriented with excellent time management and multitasking skills; ability to prepare, file and maintain various types of legal and HIPAA protected documents & information in paper and electronic formats; ability to collaborate effectively to identify non-compliance and initiate 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 identify 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 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.
- **Leadership:** Serves as a resource, primary point of contact, and County representative for judges, prosecutors, defense attorneys, probation officers and other criminal justice partners and for numerous diversion program partners.
- **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, ideally also has a sound understanding of substance use and community-based recovery options;

Experience: Previous relevant job or internship experience working in the criminal justice system;

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

Other Requirements (License, Certifications, Training, etc.):

- 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.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

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.