



COLUMBIA COUNTY, OREGON
JOB TITLE: INTERVENTION SPECIALIST
DATE: APRIL 1, 2026

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Community Justice	JOB CODE:	P0086
SUPERVISOR:	Director, Community Justice	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Support and maintain a dynamic environment that provides assessment and interventions for adult JIs, through a cognitive or restorative process that promotes the acceptance of responsibility, healthy habits, productive lifestyles, and socially acceptable conduct.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Administer assessment tools such as, but not limited to, LS/CMI, mental health and self-harm safety plans and utilizing local crisis intervention teams, substance use assessments, etc. Assign interventions based on risk levels and refer to appropriate services.

Administer assessments oriented around specific treatment goals, including the Client Evaluation of Self and Treatment (CEST), the 5 Facet Mindfulness Questionnaire, the Mindful Attention Awareness Scale (MAAS), the Adverse Childhood Experiences assessment (ACE), and resiliency tool.

Work with other members of the department to assist in the Adult on Supervision (AOS) case planning, including monitoring behavioral and case plan domains, long- and short-term goals, determining appropriate interventions, etc. Make recommendations to the probation officer regarding AOS's treatment needs.

Perform professional casework in intervention programs, counseling, and rehabilitation of AOS's. Ensure program fidelity.

Participate in weekly case reviews and treatment team meetings as directed.

Work with team members, supervisors, and community partners as appropriate to identify treatment needs and the development of treatment plans to address those needs.

Provide written reports, progress notes, treatment reviews, and other documentation so that accurate, up-to-date information is maintained in the AOS case file, medical file, and DOC-400.

Recommend further mental and behavioral health programming to address AOS needs.

Conduct weekly intervention groups for AOS's dealing with specific mental/behavioral health programming needs (e.g. Mindfulness based interventions, Coping with Stress, and other Evidence-Based practices and curricula etc.). Offer and maintain therapeutic support to individuals in a direct 1:1 fashion.

Provide on-going information and feedback to enable incorporation of Trauma-Informed Care and of mental and behavioral health interventions into department goals and community programming.

Maintain communication with individual staff working with adults on supervision for information and consultation. Act as a liaison and provide consultation with staff on appropriate ways to work with AOS's who present with mental and behavioral health needs.



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Provide technical expertise, advice, and training to management and staff in the professional delivery of treatment.

Advise, coordinate, and consult with the Columbia County Sheriff's Office and other community partners to develop Restorative Justice programs to divert clients from further integration into the criminal justice system, reduce recidivism, and provide alternatives to incarceration such as victim-JII mediation. Coordinate services with the Supervising Probation Officer, Division Supervisor, and Director to assist and advise in program development, diversion, and community-based interventions and evaluation.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Community Justice Office Manager who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a graduate degree in psychology, social work, behavioral science field or in recreational, music, or art therapy; or a four-year degree in occupational therapy and licensed by the State of Oregon plus prior work experience in the delivery and development of intervention programs for adults on supervision in the correctional system. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or the ability to obtain within sixty days of hire, certification on the Law Enforcement Data System and notary public. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of standard practices, materials, and methods about criminal justice systems including evidence-based practices, Mindfulness, Restorative Justice programs, and court processes. Knowledge of behavior and adjustment problems in adults and methods of treatment. Knowledge of state criminal laws.



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Skill in general business software and Microsoft Office products. Attention to detail is a must. Strong clinical, counseling, and group intervention skills with adolescent and adults on supervision. Strong organizational planning, research, and execution skills.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment. Write clear and concise reports.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team where collaboration with all staff in divergent positions is imperative.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Act effectively and decisively in emergency situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Daily contact with adult JII's; interact to diffuse AOS aggression; may assist parole and probation officers in both office and field setting. May be required to respond to emergencies after hours. May require some evening and weekend work. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to JII's under supervision. Extensive travel required, making home, employment and other AOS contacts, often in remote areas.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may



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not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

*Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.*