



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

**Department: Juvenile Position: Youth Mentor Program  
Coordinator**

**Who May Apply: All Qualified Applicants**

**Employment Status: Regular Full-Time**

**Salary Range: Grade 122: \$4,833 - \$6,499/Mo.**

**Posting Opens: 11/02/2022**

**Posting Closes: Open until filled**

## DEPARTMENT / OFFICE

Lewis County Juvenile Court  
360 NW North St, MS: JUV01  
Chehalis, WA 98532

## POSITION SUMMARY

Under general supervision of the Probation Manager, coordinates and performs a variety of program functions on behalf of the Lewis County Juvenile Court; establish, implement and coordinate the Youth Mentoring Program; provides administrative support to the Mentorship Advisory Board; and performs other related duties as assigned. *Funding for this position is contingent upon continued grant funding.*

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs). All applications must be completed online using the Lewis County web page.

Application packets may be requested by calling (360) 740-1408. Also, Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA coordinator, Human Resources at (360)740-1408 or (360)740-1480 TTY.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions with or without accommodations, and possess knowledge, skills and abilities as identified in the job description. *Preference will be given to existing Teamsters represented employees.*

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume
- ✓ Proof of education as required

## MINIMUM REQUIREMENTS

Minimum qualifications include:

- Bachelor's Degree in Social Science or a related field; AND three (3) years of experience working in a court/legal, school, or child welfare environment, with two (2) years of experience supervising volunteers preferred. OR an Associate Degree AND five (5) years of experience in court/legal, school, or child welfare environment with two (2) years of experience supervising volunteers preferred.
- A valid Washington Driver's License is required. Must successfully complete a criminal history background investigation.
- Mentor coordinator training and other related training and/or certification may be required

Successful completion of a pre-employment criminal history background investigation including DSHS/Child Protective Services background check, psychological examination, and polygraph examination.

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.