

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Youth Court

Job Description

Job Title: Case Manager, Youth Recovery Court
Job Code: 8022
Pay Grade: 61
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

The incumbent is responsible for the coordination of the Youth Recovery Court (YRC) programs and services. Responsibilities include program development, planning, organizing, coordinating and monitoring the activities related to Youth Recovery Court. Represent the Youth Recovery Court program on several treatment related committees and to community stakeholders and groups.

ESSENTIAL FUNCTIONS:

- Coordinates Youth Recovery Court programs and services to achieve established goals and objectives in support of court-wide objectives.
- Oversees the daily operations of programs and projects involved with YRC.
- Provides intensive case management services and skill building to all children and families assigned to YRC.
- Collaborates with the Youth Recovery Court Judge and Clinical Director on the implementation of YRC, and the enforcement of services provided to youth and families.
- Provides work direction and oversight to probation staff assigned to the YRC program.
- Assists in unit administration, operational and budget planning, and program and services development.
- Acts as a liaison between outside agencies such as Child Protective Services (CPS), Administrative Office of the Courts (AOC), other units within the court, and community agencies to coordinate program services, address youth and family issues, and/or resolve service inhibitors.
- Develop policy statements within contracts to be employed by community agencies providing services to youth and families clients. Conducts periodic visits/audits of the services provided.
- Participates in the grant writing and pursuit of grant funding for YRC programs and services. Assists in developing long-term sustainability for YRC.
- Conducts screening assessments to all children referred for the YRC program.
- Works closely with the Research and Evaluation team to design and maintain the tracking of program and services statistics for comparison to program goals, track the progress of the program and staff's performance and provide information to the program's funders.
- Conducts surveys, evaluates results and prepares management reports, summary reports, and other informational documents requested by grant fund providers, unit and court administration.
- Reviews administrative and statistical reports, studies, recommendations, and evaluates

the impact on YRC and Youth Court objectives.

- Participates in the performance planning, evaluation, and training for YRC staff.
- Develops and provides informational type training on the YRC program for new participants in the delinquency process, such as judges, attorneys, Child Protective Services (CPS), treatment providers, foster placements, CASA volunteers, etc.
- Provides resources, technical assistance, and training to probation officers.

ADDITIONAL DUTIES and RESPONSIBILITIES:

- Interacts with the Youth Recovery Court judge, staff, court management, children and families, community partners/providers, attorneys, and the public to explain recovery court programs and services, resolve program issues, develop program improvements, and maintain a focus on program results.
- Attends administrative meetings to provide detailed information regarding recovery court and conducts meetings with contract attorneys, protective services representatives, service providers and staff on Youth Recovery Court issues and processes.
- Maintains knowledge of current research for evidenced based and best practices for YRC, substance use disorders, comorbidity, and trauma.
- Develops and prepares informational materials, news releases and other media materials to inform and market the Youth Recovery Court programs and services.
- Facilitates specialized training for behavioral health service providers
- Assists with grant applications and new program implementations, as appropriate.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of social work, behavior modification theories and practices, case management and effective interventions.
- Must have knowledge of services and functions in Youth justice system, and substance abuse service providers.
- Must have knowledge of substance abuse recovery models.
- Must have knowledge of culturally appropriate services and trauma interventions for children in the delinquency system, and knowledge of community resources and agencies.
- Must have the knowledge and skill to operate Microsoft Office software, and windows based software/database systems.
- Must have skill in program development and program management.
- Must have skill in preparing and writing documents.
- Must have skill in coordinating, evaluating, scheduling and assigning work to staff.
- Must have skill in enlisting and maintaining effective working relationships with others.
- Must have skill in developing, analyzing and evaluating functional and operational procedures.
- Must have the ability to communicate effectively and work with diverse people, to include varied cultures, ethnic, religious beliefs and socioeconomic backgrounds.

MINIMUM QUALIFICATIONS:

A Master’s Degree in Social Work (MSW) or a closely related field from an accredited college or university, and four years of professional experience in public or business administration, or in clinical or case management supervision. **Prefer** work experience with at risk youth and/or youth in recovery, and any previous lead/supervision experience; OR any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver’s License at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Clinical Director. The incumbent performs duties under limited supervision and supervises the Youth Recovery Court Program and some employees assigned to the program from other units.

Date: 7/17/13

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date