

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Clinical Director  
**Job Code:** 8010  
**Pay Grade:** 71  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Provides direction and supervision over on-going mental and behavioral health programs and services within the Pima County Juvenile Court Center (PCJCC) to ensure continuing assessment of service needs, such as, but not limited to, the on-going evaluation of program outcomes to ensure use of evidence-based best practices. The Clinical Director is a key clinical resource focusing on juvenile delinquency.

### **ESSENTIAL FUNCTIONS:**

- Develops standards for mental and behavioral health best practices within Pima County Juvenile Court.
- Establishes goals and objectives for major mental and behavioral health programs and services for children and families provided directly by juvenile court or through an approved third party agency.
- Facilitates and provides mental health specific trainings for staff, such as addressing the mental and behavioral health issues within court-involved youth and adolescent development.
- Meets periodically with division directors to review and revise program design, services and case staffing.
- Interfaces with division directors and division teams to plan and execute the implementation of mental health programming.
- Works closely with the court's placement committee to provide evidence-based, best practices mental and behavioral health information and recommendations for court involved youth.
- Assures integration and coordination of mental health services throughout juvenile court divisions and with community service providers.
- Evaluates and recommends appropriate level of services for youth and families.
- Coordinates the triages of specific cases and collaborates with relevant division directors for resolutions at the service level.
- Facilitates intervention strategies as required.
- Works closely with division directors in developing immediate, short, and long-term planning strategies for individual programs, to include efficiency of internal and contracted treatment services.

- Assists in the development of requests for proposals for mental and behavioral health services, reviews proposals and may serve as project manager for studies, research, and related needs assessments and/or services related to mental and behavioral health programs.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Attends meetings and seminars for the purpose of maintaining current professional knowledge and to share information with assigned staff.
- Coordinates mental and behavioral health services and administrative functions with related state, federal and local agencies.
- Acts as a liaison between the Regional Behavioral Health Agency, local and regional health providers, State Health Department, and other related health providers.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the clinical aspects of child and adolescent mental and behavioral health theory and practice.
- Must have knowledge of the principles and best practices of diagnosis, treatment modalities and appropriate applications and research methods and knowledge of community agencies related to mental and behavioral health issues.
- Must have knowledge of the rules, regulations, and standards relating to mental and behavioral health care of children and adolescents.
- Must have knowledge of the principles and practices of program administration, budget administration, organizational theory, public policy processes, and strategic planning.
- Must have knowledge of performance management techniques in directing, training, and evaluating staff.
- Must have administrative skills in developing and implementing program goals and objectives, business and report writing, fiscal skills related to budget preparation and management, and ability to establish effective working relationships.
- Must have analytical skills to evaluate programs and services, program issues, and solutions.
- Must have the skills to work with desktop computers using Microsoft Office software products.
- Must have the ability to communicate effectively with a wide variety of persons including judges, attorneys, administrative staff, division directors, and the public.

**MINIMUM QUALIFICATIONS:**

A Master's degree and a valid Arizona license to practice as a mental health provider, licensed professional counselor or licensed clinical social worker pursuant to Title 32, Arizona Revised Statutes and five years experience providing direct services in the mental and behavioral health profession. Preference may be given to applicants possessing a Doctoral degree and valid Arizona license as a psychologist or psychiatrist and experience working with juvenile delinquents or at-risk youth.

**LICENSES AND CERTIFICATES:**

Licensed to practice in the State of Arizona, in accordance with Arizona Revised Statutes, Title 32, Chapter 33, Article 5, 32-3293 and 32-3301. A valid Arizona Driver's License is required 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. Occasionally travels to community agencies and off-site locations for meetings and conferences.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Pima County Juvenile Court Administrator/Director. This position performs duties under limited supervision and provides leadership direction to a professional licensed psychologist, substance abuse counselors, and research and evaluation professionals.

Date: 08/01/02  
Revised: 06/21/04, 10/15/04; 10/26/07; 11/13/08; 03/09/12

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Deputy Director, Human Resources

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Juvenile Court Administrator/Director Court Services Date \_\_\_\_\_