

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Detention Program Coordinator

**Job Code:** 8620

**Pay Grade:** 61

**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

The incumbent assists the division director to develop and incorporate quality assurance measures into detention programs, strategy improvements for detention programs, processes, juvenile rights compliance, investigations, and facility inspections. The incumbent acts as a detention liaison with contract agencies, volunteers and outside providers regarding detention programs and works with detention supervisors to efficiently implement policies/procedures and improve processes.

### **ESSENTIAL FUNCTIONS:**

- Conducts quality assurance audits and facilitates quality improvement activities regarding division programs, processes, and juvenile rights.
- Serves as the Prison Rape Elimination Act (PREA) Coordinator. Implement and oversee detention division efforts to comply with the PREA standards.
- Trains and provides assistance to detention supervisors and staff in the Pima County Juvenile Court Center.
- Creates and monitors quality assurance and improvement processes for juvenile disciplinary actions, detainee status assignments, and reviews use of force situations.
- Serves as Juvenile Rights Compliance Officer for which responsibilities include:
  1. Ensures procedures are in place and employees and juveniles receive communication in order to know what rights juveniles have.
  2. Facilitates the quality improvement process to ensure compliance with juvenile rights.
  3. Ensures juveniles are provided ample opportunity to exercise their rights.
  4. Ensures juvenile grievances are collected, tracked, and processed according to procedure.
  5. Identifies, suggests, and resolves issues regarding juvenile rights.
  6. Ensures adherence to legal determinations regarding juvenile rights and creates or modifies detention processes to be in compliance with court decisions and approved practices.
- Conducts investigations regarding alleged staff misconduct, violations of juvenile rights, and matters as defined by the Detention Division Director.
- Works in collaboration with juvenile detention supervisors, volunteers, and outside providers to schedule activities.

- Collaborates with information technology staff to develop data collection reports of detention activities to establish baseline data and to be able to measure future activities against detention program goals and objectives.

**ADDITIONAL RESPONSIBILITIES/DUTIES**

- Participates in detention leadership meetings to discuss goals, progress and issues that require attention within the Detention Division.
- Maintains records, reports, tracking systems, data collection and outcome measures related to job duties.
- Monitors incident reporting process to ensure consistent and standardized reporting methods.
- Fosters good communication between Detention and other divisions and entities.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have a working knowledge of juvenile court functions, an awareness of detention and probation programs and objectives, and familiarity with pertinent statutes, codes, regulations, guidelines and standards.
- Must have knowledge of the design and intent of quality assurance and improvement programs.
- Must have knowledge of and the skills for effective performance management, project management, planning, implementing, and monitoring programs, procedures, and services.
- Must have strong skills in the following areas: organization, time management, presentations and training for others, research and problem solving, developing work relationships, and working with desktop computers and Microsoft software.
- Must have the ability to communicate effectively with a diversity of court management and staff, including judges, volunteers, visitors, community agencies, detention staff, and youth in detention.

**MINIMUM REQUIREMENTS:**

A Bachelor's degree from an accredited college or university and four years of work experience in juvenile detention or juvenile probation. 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 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 Detention Division Director. This incumbent performs under limited supervision and may direct the work projects and/or assignments of other detention staff, volunteers, and representatives from contract agencies.

Date: 10/20/04

Revised: 11/22/2004; 05/09/2005; 06/13/2005; 6/28/2005; 03/13/07; 08/07/07; 05/28/08, 4/24/09; 12/14/12

Approved by: \_\_\_\_\_  
Hiring Authority Date

\_\_\_\_\_  
Deputy Director, Human Resources Date