

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Domestic Violence Liaison
Job Code: 8027
Pay Grade: 57
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

This position is responsible to provide assessments, counseling and case management for juveniles referred to the Pima County Juvenile Court Center (PCJCC) Intake Unit, including referrals to the Domestic Violence Alternative Center (DVAC) for domestic violence issues. Performs screenings and initial assessments of referred juveniles, develops and implements the education component for youth and families.

ESSENTIAL FUNCTIONS:

- Performs intake screenings and assessment of youth referred to the Intake Unit and to the DVAC center.
- Facilitates family participation as part of the assessment and referral process to address the issues of domestic violence.
- Coordinates and collaborates with probation, law enforcement, medical staff, community providers, and other service-providers to assist youth and families to engage in timely and appropriate services.
- Monitors and evaluates the progress of program participants.
- Prepares progress reports and other reports as necessary or as requested.
- Develops and presents domestic violence education curriculum for youth and their families.
- Participates in staff meetings and collaborative meetings in regards to the status, progress, and future options for youth and families.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Performs related projects and duties as necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of domestic violence, the different types of domestic abuse, and the behaviors associated with this type of violence
- Must have knowledge and understanding of Arizona Statutes and local corresponding rules relating to the implementation of the statutes.
- Must have knowledge of valid and reliable domestic violence assessment instruments.
- Must have an understanding of juvenile delinquency, the juvenile court system, and community resources.

- Must have knowledge of child development, the family dynamics involved in domestic violence, and best practices in domestic violence prevention and treatment.
- Must have the skills in working with children, adolescents and families and a good understanding of available treatment options and social services for children, adolescents, and families
- Must have the skills to develop and present educational curriculum for youth and their families
- Must have skills and ability to present and train court staff.
- Must have the ability to gather and analyze data, prepare analytical reports, provide information in a presentation format, and offer objective solutions.
- Must have the skills to operate a desktop computer and work with Microsoft Office software.
- Must have the ability to communicate effectively with individuals, which includes, court employees, detention staff, court administration, law enforcement, division directors, youth and families, community agencies, and the general public
- Must have the ability to record-keep and perform general office management and procedures, internal procedures/requirements of departmental operations.

MINIMUM QUALIFICATIONS:

A Master's degree in a behavioral health related field and Arizona licensure in social worker, counseling, or family therapy with a minimum of two years of full-time counseling/treatment experience. Preference may be given to Spanish speaking applicants.

LICENSES AND CERTIFICATES:

Arizona licensure as a Social Worker, Professional Counselor, or Family Therapist at the time of appointment is required. Professional licensure required by State law shall be maintained with a current status as a condition of employment.

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, grant funded position and will require working evening and weekend hours. The incumbent reports to the Juvenile Court Clinical Director. Performs duties and responsibilities under limited supervision and has no supervisory responsibilities.

Date: 08/24/10

Revised:

Approved by: _____ Date _____
Hiring Authority

Deputy Director, Human Resources Date _____

Juvenile Court Administrator Date _____