

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Domestic Violence Coordinator

Job Code: 8111

Pay Grade: 44

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Under the direct supervision of the Assistant Probation Division Director, the Domestic Violence (DV) Coordinator oversees all aspects of Pima County Juvenile Court's *Juvenile Domestic Violence Program*. The program includes working with the existing DV collaborative partnership of behavioral health service providers, Child Protective Services, law enforcement, and other stakeholders to develop alternative strategies for dealing with domestic violence prior to adjudication. The DV Coordinator promotes working alliances between judges, prosecutors, defense counsel, law enforcement, probation, detention, and other service providers and serves as a liaison in the DV collaborative effort between Pima County Juvenile Court Center (PCJCC) and the National Council of Juvenile and Family Court Judges (NCJFCJ) on issues related to domestic violence. The incumbent will work with the DV collaborative to develop and implement the program. Additionally, the incumbent will provide technical resources and assistance to the Probation Division regarding juvenile domestic violence cases.

ESSENTIAL FUNCTIONS:

- Oversees the implementation and development of the PCJCC's Juvenile Domestic Violence Program in conjunction with the DV collaborative partnership.
- Serves as the liaison in collaborative efforts involving PCJCC, NCJFCJ, probation, detention, law enforcement, and other service providers regarding juvenile domestic violence issues, including participation and attendance at meetings, conferences, and related activities.
- Assists the DV collaborative in developing and implementing goals, objectives, and policies through the coordination and facilitation of work groups to accomplish said goals, objectives, and policies.
- Interacts with local law enforcement agencies to develop a range of viable options for officers to use in responding to juvenile domestic violence situations.
- Works with County Attorney, Public Defender and DV collaborative to identify and develop a range of alternative placements for juveniles, including additional crisis shelter beds, neighborhood foster homes, relative placements and referrals.

- Collaborates with juvenile probation and Community Partnership of Southern Arizona (CPSA) to craft a procedure for the expedited creation and implementation of child and family teams (CFTs) for referred juveniles to ensure early comprehensive assessment and the development and implementation of appropriate services for the juvenile and the family.
- Interfaces with juvenile probation to develop strategies to encourage juveniles and families to participate in diversion while identifying and overcoming obstacles to successful completion of the program.
- Works with the County Attorney, the Public Defender, and the presiding juvenile judge to develop criteria for processing cases in which the juvenile may be offered deferred prosecution of domestic violence charges.
- Communicates with detention medical staff, the behavioral health service providers, and the family to ensure that appropriate detention and post-detention services delivery plans are developed for juveniles who have been identified with a mental illness and were detained for domestic violence.
- Interfaces with NCJFCJ to implement *Juvenile Delinquency Guidelines*, as they pertain to domestic violence, and provides training to stakeholders and PCJCC staff.
- Coordinates tracking, collection, and analysis of relevant data and drafts reports to appropriate parties.
- Conducts research into appropriate detention alternatives.
- Presents reports, data, and other information at PCJCC/public meetings, to the media and at other forums.
- Develops and/or manages the Juvenile Domestic Violence Program budget and related grants.
- Assists PCJCC and DV collaborative to identify potential funding sources for Juvenile Domestic Violence Program.
- May supervise, train, and evaluate the performance of assigned staff.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of principles and practices of the juvenile justice system.
- Must have knowledge of Court Center operations.
- Must have knowledge of Juvenile Detention, Probation and court-wide practices, processes, procedures and policies.
- Must have knowledge of cultural, societal, and systemic issues impacting juvenile domestic violence, such as substance abuse, domestic violence, and mental health issues.
- Must have knowledge of principles and practices of program administration, program development, program management, budget administration, organizational theory, and strategic planning.
- Must have knowledge of data collection and analysis, research, and program evaluation techniques.
- Must have knowledge of capabilities and use of automated computer based software.
- Must have skill in dealing effectively with a wide range of stakeholders.

- Must have skill in interacting effectively in a team-oriented environment.
- Must have skill in critical thinking and applying critical thinking theory.
- Must have skill in communicating effectively, both orally and in writing.
- Must have skill in data interpretation and analysis.
- Must have skill in formulating solutions to all types of operational problems.
- Must have skill in coordinating and prioritizing multiple tasks, projects, and program activities.
- Must have skill in analyzing and evaluating compiled data, reports, processes and information, and making recommendations.
- Must have skill in the use of automated information systems to develop and maintain databases, spreadsheets, and word processing programs.
- Must have ability to work independently.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in a social science, liberal arts, or a related field and three years of substantive, juvenile justice or social service 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 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. This position will require extensive local travel and may require attendance at evening and/or weekend events and meetings.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Assistant Probation Division Director. This position performs duties under limited supervision and may direct professional and administrative support staff. This position is funded by grant funding.

Date: 10/05(keg)

Revised: 11/05; 2/01/06, 10/26/07, 5/1/09