

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court



Job Description

Job Title: Family Drug Court Intake Coordinator
Job Code: 8532
Pay Grade: 55
FLSA Status: Exempt

PURPOSE OF CLASSIFICATION:

The intake coordinator is responsible for conducting intake assessments for potential new Family Drug Court (FDC) clients; assisting new clients to develop goals and objectives to address substance abuse issues; making recommendations to participate in relevant services, and conducting follow-up assessments.

ESSENTIAL FUNCTIONS:

- Conducts structured intake interviews with potential clients as part of the intake process into the Family Drug Court program.
- Obtains and reviews CORE assessments of potential clients and obtains input from the Department of Child Safety, substance abuse and behavioral health treatment providers.
- Conducts trauma history and symptoms screenings for each new client. Conducts trauma symptoms screenings every three months while client is in FDC. Provides results to DCS in order to advocate for trauma-focused treatment.
- Participates in child and family team meetings, adult recovery team meetings and dependency hearings that occur during the intake process to gather information and advocate for the potential clients.
- Refers potential clients to substance abuse treatment, mental health treatment, and other community services as deemed appropriate during the FDC intake process.
- Meets weekly with FDC Manager, FDC Supervisor and DCS Supervisor to discuss recommendations regarding intakes completed.
- Develops intake reports based on all information gathered during intake process and distributes to members of the Family Drug Court team.
- Attends meetings with DCS to discuss recommendations for client services when transferring clients into the DCS/FDC unit.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May provide ideas and guidance to Recovery Support Specialists in their support of clients.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge about signs and effects of substance abuse on individuals and their children; and about factors that support long-term substance abuse recovery.
- Must have knowledge about community resources for substance abuse treatment and

recovery support.

- Must have knowledge about the child welfare system and dependency process.
- Must have knowledge about the importance of confidentiality and maintaining professional boundaries.
- Must have knowledge of computers and the skills to operate Microsoft Software and Windows based software.
- Must have the skills to effectively deal with clients who are in crisis.
- Must have excellent writing skills in order to produce comprehensive, professional intake assessments.
- Must be willing to develop competence in Motivational Interviewing.
- Must have the ability to communicate effectively with a variety of individuals including Family Drug Court program staff, judges, Child Protective Services, treatment providers, probation officers and potential and current clients.

MINIMUM REQUIREMENTS:

A Bachelor’s degree from an accredited college or university with a major in behavioral or social science, or a related field and two years of professional work experience in child welfare, social services, substance abuse treatment, and/or mental health treatment. Work experience may include Child Protective Services, probation, social services agency, or other court related experience. OR, any combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver’s license on the date of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Duties are typically performed in an office environment, some lifting involving 20 lbs. or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Manager, Family Drug Court Program. The incumbent performs duties under general supervision and does not have supervisory responsibilities.

Date: 11/05/13
Revised: 10/01/14

Approved by: _____ Date _____
 Hiring Authority

_____ Date _____
 Deputy Director, Human Resources