

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Family Drug Court Case Specialist

Job Code: 8531

Pay Grade: 55

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Under the supervision of the Family Drug Court Supervisor, the Family Drug Court Case Specialist is responsible for providing intensive case management services to the clients in Family Drug Court (FDC), who are parents involved with Child Protective Services due to substance abuse issues.

ESSENTIAL FUNCTIONS:

- Completes an assessment of client needs and provides intensive case management based on the needs identified.
- Advocates for clients to receive recommended treatment and community resources.
- Makes contacts with clients in the field to follow-up on their status and provide support.
- Attends Family Drug Court, other dependency court hearings and Foster Care Review Board meetings.
- Collaborates with Child Protective Services (CPS) Case Managers and community or contracted treatment providers to assist clients with their treatment plan actions.
- Works jointly with and provides direction to assigned Family Drug Court Case Specialist Aide in coordinating services to clients.
- Problem solves difficult cases and attends weekly FDC staffings and clinical supervision.
- Serves as an information source to the Judicial Bench, contract attorneys, CPS and FDC observers on the Family Drug Court process.
- Updates Family Drug Court database on a frequent basis.
- Completes case documentation, including contact notes and staffing summaries.
- Plans and participates in special activities for the program or on behalf of clients.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of social issues as they relate to drug addiction, i.e., domestic violence, homelessness, poverty, unemployment, relevant laws, rules, regulations and standards.
- Must have knowledge of principles and practices of case management, services and functions in juvenile justice and system, foster care, neglect issues and child abuse.
- Must have knowledge of court practices and procedures as they pertain to Family Drug Court.

- Must have knowledge of Microsoft Office software and the use of Windows based software.
- Must have knowledge of business English, grammar, punctuation and spelling.
- Must have skills in developing treatment plans, analyzing and evaluating services, and preparing reports.
- Must have skills in working with diverse people to include varied cultures, ethnic, religious beliefs and socioeconomic backgrounds.
- Must have skill in establishing boundaries and distinguishing appropriate interactions and limits with clients.
- Must have skill in enlisting and maintaining support and cooperation from community organizations.
- Must have the ability to communicate effectively with coworkers, court staff, judges, attorneys, community organizations, clients and their family members, and the general public.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in a behavioral or social science or a related field and two years of child welfare, social services or drug treatment experience. Experience may include probation, CPS, or other court or social services agency. OR any 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:

This position requires extensive hours of out of office/field work. Incumbents will work weekends and evenings due to client emergencies. The remaining amount of time duties will be performed 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 Family Drug Court Supervisor. Performs duties under limited supervision and has no supervisory responsibilities. May give work direction to administrative/clerical support staff. This is grant-funded position.

Date:

Revised: 11/22/04, 08/01/05, 3/01/06, 10/26/07, 5/6/09