

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Juvenile Detention Alternatives Specialist

**Job Code:** 8621

**Pay Grade:** 49

**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Assists youth in the successful transition in and out of a secure detention environment or detention alternative program. Provides youth development techniques in the area of life skills to increase the probability of success in the community. Interacts with Probation Officers, Surveillance Officers, Child and Family Team members, parents/guardians, case managers, therapists, counselors, and mentors, in a collaborative effort, to develop and coordinate the implementation of various types of plans and treatment goals for youth.

### **ESSENTIAL FUNCTIONS:**

- Provides guidance and assistance to youth in achieving detention youth plan goals as defined by the program.
- Provides staffing to newly detained or newly placed youth in a Juvenile Detention Alternatives Program with key caregivers and case managers.
- Assists in the development and implementation of detention plans, detention alternatives program plans, detention transition plans and life skill plans.
- Interfaces with court personnel, contract providers, external care givers and case managers to identify specific needs for youths ranging from care type, level of supervision, and life skills development and provides transition services.
- Supervises and provides support to youths as they achieve program and supervision goals.
- Interacts with detention living unit team supervisor, juvenile detention officer/mentor, other court staff, and service providers to identify any potential concerns.
- Assists youths to identify positive support needs, skill development needs, and steps to a transition process from detention.
- Communicates with detention and probation staff and provides information related to youth's program plan.
- Communicates progress reports to youth's parents and/or guardians, probation officer, and service provider regarding meeting program plan requirements.
- Assists in the development of performance based measurement tools and data collection for program effectiveness.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- May assist detention staff with monitoring of daily detention functions.

- Performs other related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of court and/or detention programs, structure, services and/or objectives.
- Must have knowledge of juvenile delinquency case processes, justice and dependency operations.
- Must have some knowledge of county community based services, adolescent development, family dynamics, and cultural diversity.
- Must have the skills to prioritize, organize, conduct research, compile data, write and edit reports and maintain confidential files.
- Must have the ability to build positive relationships, provide motivational communications, meet plan deadlines, and maintain effective working relationships with court staff and community organizations.
- Must have knowledge of desktop computers, Microsoft Windows Office software and use of the Internet.
- Must have the ability to communicate effectively and work successfully with a wide variety of court employees, representatives from external agencies, and socially, economically, and culturally diverse persons in the general public.

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with a major in Social Sciences, Education, Criminal Justice and one year of experience in a related field, such as education, teaching/coaching youth, criminal justice, social work, and/or counseling. OR any equivalent amount 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 a secure institution and may lift materials or equipment of 50 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to an Assistant Detention Director. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 06/06/06

Revised: 09/06/06, 01/03/07, 07/30/07, 10/26/07, 4/24/09