

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Manager, Family Drug Court  
**Job Code:** 8503  
**Pay Grade:** 65  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Under the direction of the Division Director for Children and Family Services, the incumbent will manage the Family Drug Court programs and services of the Children and Family Services Division. This classification manages and coordinates all the programs, services, and functions of the Family Drug Court project. This position is responsible for program development and management, clinical supervision, contract management, and growth of services.

### **ESSENTIAL FUNCTIONS:**

- Coordinates Family Drug Court programs and services to achieve established goals and objectives in support of division and court-wide objectives.
- Oversees the daily operations of programs and projects involved with Family Drug Court.
- Collaborates with the Family Drug Court Judge on the implementation of family drug court, and the enforcement of services provided to clients.
- Provides clinical supervision to a professional level staff responsible for providing intensive case management services to the clients; who are parents involved with Child Protective Services due to substance abuse issues. Provides clinical input to the intake process.
- Assists in division administration, operational and budget planning, and program and services development. Develop and monitor the budget for FDC programs.
- Acts as a liaison between outside agencies (CPS), Administrative Office of the Courts (AOC), other units within the division and the court, and community agencies to coordinate program services, address client issues, and/or resolve service inhibitors. Conducts regular FDC team meetings, usually meeting at community agencies.
- Develop policy statements within contracts to be employed by community agencies providing services to FDC clients. Conducts periodic visits/audits of the services provided.
- Participates in the grant writing and pursuit of grant funding for Family Drug Court programs and services. Assists in developing long-term sustainability for FDC.
- Works closely with the FDC Evaluator to design and maintain the tracking of program and services statistics for comparison to program goals, track the progress of the program and staff's performance and provide information to the program's funders.
- Conducts surveys, performs statistical analysis, evaluates results and prepares management reports, summary reports, and other informational documents requested by grant funds providers, division and court administration.
- Reviews administrative and statistical reports, studies, recommendations, and evaluates

the impact on FDC and Juvenile Court objectives.

- Completes performance planning, evaluations, and training for FDC staff.
- Develops and provides training about FDC for new participants in the dependency process (judges, attorneys, CPS, treatment providers, foster placements, CASA volunteers, etc.).

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**ADDITIONAL DUTIES and RESPONSIBILITIES:**

- Interacts with the Family Drug Court judge, staff, court management, clients, community partners/providers, attorneys, and the public to explain drug court programs and services, resolve program issues, develop program improvements, and maintain a focus on program results.
- Attends administrative meetings to provide detailed information regarding drug court and conducts meetings with contract attorneys, child protective services representatives, service providers and staff on Family Drug Court issues and processes.
- Develops and prepares informational materials, news releases and other media materials to inform and market the family drug court programs and services.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of principles and practices of public sector administration.
- Must have knowledge of principles and practices of managerial techniques.
- Must have knowledge of social work best practices and ethics.
- Must have knowledge of research and analysis methods and techniques.
- Must have knowledge of case management and volunteer supervision.
- Must have knowledge of public relations principles.
- Must have knowledge of current court practices and procedures as they pertain to the assigned area.
- Must have knowledge of services and functions in juvenile justice system, foster care, neglect issues and child abuse.
- Must have knowledge of dependency processes.
- Must have knowledge of community resources and agencies.
- Must have knowledge of relevant laws, rules, regulations and standards.
- Must have knowledge of business English, grammar and spelling.
- Must have knowledge of the capabilities and use of automated computer based software.
- Must have skill in preparing and writing documents.
- Must have skill in coordinating, evaluating, scheduling and assigning work to staff.
- Must have skill in enlisting and maintaining effective working relationships with others.
- Must have skill in developing, analyzing and evaluating functional and operational procedures.
- Must have skill in retrieving information from an automated software system.
- Must have the ability to communicate effectively with a wide variety of individuals.
- Must have ability to work with diverse people, to include varied cultures, ethnic, religious beliefs and socioeconomic backgrounds.

**MINIMUM QUALIFICATIONS:**

A Master’s degree in Social Work (MSW) or a closely related field from an accredited college or university, and four years of professional experience in public or business administration, or in clinical or case management supervision, and previous supervision/management 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.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Division Director, Child and Family Services. The incumbent performs duties under limited supervision and supervises the Family Drug Court Unit.

Date: 09/20/12

Revised:

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Deputy Director, Human Resources Date

\_\_\_\_\_  
Juvenile Court Administrator Date