

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court



### Job Description

Job Title: Recovery Support Specialist, Senior  
Job Code: 8537  
Pay Grade: 41  
FLSA Status: Non-exempt

#### **PURPOSE OF CLASSIFICATION:**

The incumbent is responsible for recruiting potential clients into the Family Drug Court (FDC) program, developing and co-facilitating support groups for potential, current and alumni clients of the FDC program. The incumbent will also be integral to training and educational activities that support the Family Drug Court program.

#### **ESSENTIAL FUNCTIONS:**

- Attends dependency hearings to conduct outreach to potential clients who have not observed a Family Drug Court session, or who have observed and indicated interest, but who have yet to follow up on that interest.
- Conducts outreach to potential clients after Family Drug Court sessions.
- Develops and facilitates client support groups or Life Skills groups weekly with other FDC team members.
- Co-facilitates weekly substance abuse awareness groups with Arizona Families F.I.R.S.T. case manager.
- Schedules and makes arrangements for bi-monthly Family Drug Court alumni group meetings and activities.
- Recruits program graduates to participate in the Family Drug Court alumni group meetings.
- Checks drug/alcohol testing information twice weekly, informs the assigned recovery support specialist and case manager immediately of any positive results or missed drops/calls.
- Enters drug/alcohol testing information into the Family Drug Court database on a weekly basis.
- Coordinates and administers the Family Drug Court contingency management program during weekly program sessions. Supervises the drawings for incentives based on treatment and recovery support meeting attendance as well as continuous compliance with FDC and tracks the incentives given.
- Reviews recovery plans and offers suggestions as needed.
- Purchases and distributes Alcoholics Anonymous (AA) meeting schedules and sobriety coins as needed.
- Maintains the Family Drug Court bulletin board and resource file with current resource and recovery support information.
- Assists with monthly program training for newcomers to the child welfare system.

- Conducts any Family Drug Court intake appointments and attends any Child and Family Team meetings, Adult Recovery Team meetings, Foster Care Review Board meetings and dependency or other court hearings that the assigned RSS is unable to attend.
- Provides crisis intervention support to clients when they need immediate assistance.

#### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Assists with training new recovery support specialists.
- Provides guidance and assistance to recovery support specialists when needed.
- Performs other related work duties and projects as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge about community resources for substance abuse treatment and recovery support.
- Must have knowledge about factors that support long-term substance abuse recovery.
- Must have knowledge about the importance of confidentiality and maintaining professional boundaries.
- Must have a level of knowledge about signs and effects of substance abuse on individuals and their children.
- Must have some knowledge of Motivational Interviewing.
- Must have the skills to deal with clients who are often in crisis.
- Must have the ability to communicate effectively with a variety of individuals including, program co-workers, the Family Drug Court judge, Child Protective Services, dependency judges, treatment providers and a diversity of current and potential clients.
- Must have computer knowledge and the skills to operate Microsoft Office software, such as Outlook, Word, and Windows database.
- Must have the ability to learn court and Family Drug Court policies and procedures.

#### **MINIMUM REQUIREMENTS:**

A High School diploma or equivalent G.E.D. certificate, and four years of substance abuse recovery-related experience, and completion of the Certified Recovery Support Specialist Institute; OR, any equivalent experience, training and/or education approved by Human Resources.

#### **LICENSES AND CERTIFICATES:**

Must have a valid Arizona Driver's License at the date of appointment.

#### **PHYSICAL DEMANDS/WORKING CONDITIONS:**

Duties are performed in an office environment with some lifting involving 20 lbs. or less; in the community typically at various agencies, at treatment providers and/or in clients' homes.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Supervisor, Family Drug Court. The incumbent performs duties under general supervision, has no supervisory responsibilities, but may provide work direction to Recovery Support Specialists.



Date: 11/05/13  
Revised:

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

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