

ARIZONA SUPERIOR COURT IN PIMA COUNTY

PIMA COUNTY JUVENILE COURT



Job Description

Job Title: Substance Abuse Counselor, Associate
Job Code: 8017
Pay Grade: 53
FLSA Status: Exempt

PURPOSE OF CLASSIFICATION:

Provides quality care for juveniles assigned to the Make a Change (M.A.C) detention substance abuse program. Develops and implements treatment awareness and readiness plans for program participants. Facilitates individual, group and family goal setting sessions.

ESSENTIAL FUNCTIONS:

- Assists in the development of individual treatment awareness and readiness plans for participants.
- Conducts individual, group and family counseling, goal setting sessions with participants.
- Facilitates family participation in the treatment readiness process.
- Provides direct service delivery to detention substance abuse program participants and families.
- Coordinates and collaborates with probation, detention, medical staff, treatment providers, and others to plan and coordinate readiness planning and its daily implementation.
- Monitors and evaluates the progress of program participants.
- Participates in Child and Family Team (CFT) meetings and other staffing meetings as necessary.
- Provides a written summary of program participation and an exit report.
- Prepares progress and other reports as necessary or directed.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Performs other related duties and/or projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of adolescent substance abuse counseling and the development of treatment awareness and readiness strategies.
- Must have knowledge of the family dynamics involved in adolescent substance abuse.
- Must have an understanding of the juvenile court system, appropriate legal issues, and the understanding of working in a secure care facility environment.
- Must have skills in the development of family support and planning, work with adolescents and families, and a good understanding of available treatment options for children and adolescents.
- Must have the skills to work on a desktop computer and have knowledge of Microsoft Office software.
- Must have the ability to communicate effectively with all levels of court employees, adolescents and their families, community agencies and the public.

MINIMUM REQUIREMENTS:

A bachelor’s degree from a regionally accredited college or university in a behavioral health service with a minimum of 30 semester credit hours of counseling related coursework.

LICENSES AND CERTIFICATES:

Arizona licensure as an Associate or Independent Substance Abuse Counselor is required at time of appointment. The incumbent in this position requires clinical supervision by a licensed substance abuse counselor in the State of Arizona or a licensed professional counselor.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 15 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a part-time position, classified position and will require working evening and weekend hours. The incumbent reports to the Juvenile Court Clinical Director. The incumbent performs under limited supervision and has no supervisory responsibilities.

Date: 01/16/07
Revised: 04/16/07

Approved by: _____ Date _____
Hiring Authority

Deputy Director, Human Resources Date _____