

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Supervisor, Dependency

Job Code: 8520

Pay Grade: 61

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Under the direction of the Division Director for Children and Family Services, the incumbent is a full performance supervisor for the Dependency Unit. This classification supervises and coordinates all the functions of the Dependency Unit. This position is responsible for program management, development and growth.

ESSENTIAL FUNCTIONS:

- Coordinates division and unit efforts to achieve departmental goals.
- Assists in the departmental, divisional and operational planning, direction and administration.
- Responds to public, management, and staff inquiries, resolving potential problems and addressing pertinent issues.
- Reviews various administrative reports, studies and recommendations, and evaluates impact on the Courts.
- Develops policy statements concerning managerial and supervisory practices, issues and procedures.
- Completes Performance Planning and Performance Evaluations for Dependency staff.
- Attends various administrative meetings to provide specialized expertise and serves as an informational source to the judicial bench, ABA and CPS on dependency issues and processes.
- Develops, directs and/or prepares informational materials, news releases and other media materials.
- Oversees the daily operations of programs and projects involved with the Dependency Unit.
- Acts as a liaison between outside agencies, the Court system, AOC and other units within the division and the Court to resolve problems.
- Prepares detailed flow charts, diagrams and programs from interview notes, procedures manuals and departmental records and reports.
- Designs and conducts research projects and surveys, performs statistical analysis, evaluates results and prepares management reports, summary reports, and other informational documents.
- Acts as Division Director in the absence of same.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of Juvenile Court operations and procedures, the child welfare process, and the dependency process.
- Must have knowledge of ASFA statutes and regulations, Arizona Revised Statutes pertaining to child welfare and adoptions, and related rules, regulations, policies and procedures.
- Must have knowledge of National Resources Guidelines for dependency proceedings, and social work best practices and ethics.
- Must have knowledge of delinquency system as it relates to dual jurisdiction cases.
- Must have knowledge of community agencies related to child welfare issues.
- Must have knowledge of funding sources related to dependency and child welfare issues.
- Must have knowledge of the capabilities and use of automated computer based software.
- Must have skills in maintaining effective working relationships with staff and community organizations.
- Must have skills in formulating solutions to operational problems.
- Must have skills in developing and implementing program goals and objectives.
- Must have skills in writing and reviewing analytical reports which address program concerns and needs.
- Must have skills in administering projects.
- Must have skills in data interpretation and analysis.
- Must have the ability to communicate effectively with coworkers, court administration, judges and judicial staff, court staff, defendants and family members, representatives from community agencies, and the general public.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in a behavioral/social science or a related field and three years of professional level experience in child welfare, counseling or social services. OR a Master's degree from an accredited college or university with a major in a behavioral/social science or a related field and two years of professional level experience in child welfare, counseling or social services. 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/Family Services. The incumbent performs duties under limited supervision and supervises the staff that comprises the Dependency Unit.

Date:

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