

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Supervisor, Family Drug Court  
**Job Code:** 8530  
**Pay Grade:** 55  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Under the direction of the Family Drug Court Program Manager, the incumbent provides administrative and professional leadership by assisting the Family Drug Court Program Manager in planning, developing, organizing, directing and coordinating the day-to-day activities of the Family Drug Court (FDC).

### **ESSENTIAL FUNCTIONS:**

- Provides assistance in the administration of the Family Drug Court.
- Screens, schedules, assigns and conducts intakes with potential FDC clients. Makes written and verbal recommendations to the FDC team regarding acceptance into FDC.
- Plans, assigns, supervises, trains and evaluates the work of the FDC Recovery Support Specialists and FDC Support Specialist.
- Coordinates referrals to the Celebrating Families™ program (CF); acts as a liaison between FDC and the CF provider; tracks outcomes of CF participants.
- Coordinates and supervises regular follow-up assessments (GAIN M90s) of FDC clients and graduates.
- Coordinates attendance of the “What is a Dependency?” training for all new FDC clients.
- Coordinates with the FDC Alumni Coordinator to train, assign and monitor Peer Mentors to current FDC clients.
- Attends FDC Stakeholders meetings, FDC unit meetings, Model Court Working Committee meetings, committees and community meetings affecting FDC as assigned by the FDC Program Manager.
- Assists in efforts to support the sustainability of FDC (including assisting with grant-writing).
- Assists in developing and implementing training for FDC Stakeholders and community members.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Maintains awareness of current issues in the family drug court, substance abuse, dependency and child welfare fields and attends professional conferences/trainings as assigned.
- Performs special assignments as assigned by the FDC Program Manager or Court Administration.
- Performs other related work duties and projects as assigned.

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

- Must have knowledge in the principles and best practices of family drug courts, substance abuse treatment and child welfare.
- Must have knowledge of child protection systems.
- Must have knowledge of the interrelationships of court dependency, Child Protective Services, substance abuse and mental health treatment and societal influences.
- Must have knowledge of effects of pre-natal substance exposure, child development, effective parenting and the effects of substance abuse on children and families.
- Must have knowledge of community resources in the field of substance abuse treatment, mental health treatment, recovery support and child welfare.
- Must have knowledge of Microsoft and Windows based software and equipment.
- Must have skill in preparing concise and accurate reports and other professional documentation.
- Must have skill in initiating, developing and enlisting support for FDC in the community.
- Must have skill in dealing with conflict and problems which may be controversial or sensitive in nature.
- Must have skill in making decisions in accordance with established policies and regulations.
- Must have the ability to communicate clearly and concisely with persons of diverse ethnic, educational and economic backgrounds.
- Must have skill in establishing and maintaining effective working relationships internally with staff and externally with the public and other agencies.

**MINIMUM REQUIREMENTS:**

A Bachelor's degree from an accredited college or university, preferably in behavioral or social sciences, three years of professional experience in the drug court, child welfare, dependency, substance abuse treatment or mental health treatment fields 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 an office environment and may lift materials and/or equipment 20 pounds or less. This position will require some driving.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position and reports to the Family Drug Court Program Manager. The incumbent performs duties under general supervision, and provides supervision directly over a staff of para-professional employees

Date:  
Revised:

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Manager, Family Drug Court

\_\_\_\_\_ Date \_\_\_\_\_  
Division Director, Child/Family Services

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