

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Drug Court Case Manager, ATR  
**Job Code:** 8125  
**Pay Grade:** 55  
**FLSA Status:** E



### **PURPOSE OF CLASSIFICATION:**

This is a three-year grant funded position. The incumbent will perform as the Access to Recovery (ATR) Drug Court Case Manager. This position will be responsible for the local oversight, implementation, and monitoring of the ATR voucher system and treatment resources. The incumbent will screen and interview drug court clients, and collaborate with local treatment providers and recovery support services to comply with ATR program requirements.

### **ESSENTIAL FUNCTIONS:**

- Coordinates the ATR grants' treatment resource responsibilities including oversight of the voucher monitoring and tracking system.
- Enters client data into the Voucher Management System (VMS), issues vouchers, and coordinates with providers to ensure timely provision of services.
- Screens and interviews drug court clients, prepares and delivers results in accordance with the Government Performance Results Act (GPRA).
- Interacts with treatment providers, Drug Court Program Coordinator (DCPC), treatment specialist, and finance specialist to compile treatment and recovery support services data needed to satisfy grant-reporting requirements.
- Complies with the federal grant reporting of GPRA data for clients.
- Demonstrates continuous effort to improve operations, streamline work processes, work cooperatively and jointly to provide quality seamless customer service. Communicates with court divisions and adult probation units to determine changing needs and problems.
- Advises and trains drug court probation officers on treatment and federal grant related policies and procedures.

### **Treatment Resource Responsibilities:**

- Ensures genuine, free and independent client choice for substance abuse clinical treatment and recovery support service appropriate to the level of case needed by the client.
- Ensures each participant entering drug court is appropriately screened for ATR program using an Administrative Office of the Courts (AOC) approved screening tool.
- Attends Drug Court ATR treatment staffings, review hearings, and team meetings.
- Completes referral to service provider for assessment to ensure timely initiation of treatment services and Recovery Support Services (RSS).
- Maintains a current listing of eligible providers for treatment and RSS, both locally and statewide
- In coordination with Drug Court Program Coordinator (DCPC), promote and recruit treatment resources and RSS providers to include faith-based organizations.

- Ensures level of care determination through client selection of clinical treatment and RSS that are available and best match treatment needs.
- Ensures yearly re-enrollment process to have contracts renewed for treatment and RSS with Drug Court Team.

**Data Collection:**

- Ensures ATR clients are identified with a unique identification number used on all required reporting tools and forms designated by AOC.
- Ensures completion of the Intake GPRA, the 6-month Follow-up GPRA and Discharge GPRA per ATR and Center for Substance Abuse Treatment (CSAT) requirements.
- Ensures GPRA Client Survey data entry to CSAT GPRA website within 7 business days of completion at each of the required timeframes (Intake GPRA, the 6-month Follow-up GPRA and Discharge GPRA per ATR requirements).
- Ensures GPRA surveys are scheduled according to grant requirements.
- Ensures GPRA minimum follow-up rate is at least 80% of completed intakes.
- Ensures each positive screen client receives a voucher for treatment and RSS.
- Ensures client records/demographics are accurately entered into and maintained in the VMS database.
- Assists Pima Prevention Partnership (PPP) with the process of uploading client VMS data records to CSAT.
- Assists PPP with the process of uploading data to CSAT within 7 business days of voucher issue date.

**Tracking:**

- Maintains enrollment records for every client accepted into the ATR program.
- Ensures tracking of clinical treatment services, to include total clients served by grass-roots organizations, clients served by faith-based organizations and clients served by secular organizations.
- Ensures tracking of RSS, to include total clients served by grass-roots organization, clients served by faith-based organizations and clients served by secular organizations.
- Ensures tracking of expenditures for clinical treatment services, to include total clients served by grass-roots organizations, clients served by faith-based organizations and clients served by secular organizations.
- Ensures tracking of expenditures for recovery support services, to include total expenditures, expenditures for grass-roots organizations, expenditures for faith-based organizations, and expenditures for secular organizations.

**ADDITIONAL RESPONSIBILITIES/DUTIES**

- May assist drug court with contracts and memorandums of understanding and other agreements with treatment providers and recovery support services; may work with Drug Court Program Coordinator (DCPC) to ensure quality assurance with meeting treatment objectives and responsibilities [RFP accountability measures].
- In coordination with the DCPC and PPP, provides all voucher recipients with up to date information of their remaining eligibility voucher limits.

- Communicates directly with AOC, PPP, DCPC, probation staff, and treatment providers, faith based organizations and other stakeholders regarding the ATR project.
- Travels locally and at times nationally to meetings, training sessions, or to provide training and/or technical assistance as needed.
- Completes GPRA and other required CSAT training.
- Collaborates with other partner agencies, to examine program processes, to ensure the quality of care to clients, and ensures that funding is spent as intended free from waste, fraud and abuse.
- Performs related duties and/or projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must acquire a working knowledge of Government Performance and Results Act (GPRA), which links resources and management decisions with program performance.
- Must acquire a working knowledge of the ATR required data tools, to include GPRA Client Survey, and Voucher Management System
- Must have knowledge of local community treatment and recovery resources.
- Must have some knowledge of accounting principles and practices, budget administration, modern office practices, procedures, and equipment related to the processing and recording of financial, treatment, and program records and transactions.
- Must have familiarity with federal accounting and reporting techniques as applied to federal grants.
- Must have skills in motivational interviewing and risk/needs assessment.
- Must have the skills to organize and prioritize a high volume of work in order to meet recurring deadlines.
- Must have a strong working knowledge and skill level with standard personal computer (PC), and Microsoft Office applications.
- Must have strong skills in customer service etiquette.
- Must have strong oral and written business English, grammar, and spelling skills.
- Must have the ability to communicate effectively with a wide variety of court employees, judges, judicial staff, court administration, community representatives, and the general public.
- Must have the ability to use automated spreadsheets and other fiscal record keeping systems, read, interpret and apply financial and operational policies, and review financial reports for errors in format and content.

**Preferred:** The ability to speak and read in Spanish and English.

**MINIMUM REQUIREMENTS:**

Requires a bachelor's degree in Social Work, Psychology or a related field of study and three years of professional experience and training in substance abuse treatment, community based supervision, or a combination thereof.

**LICENSES AND CERTIFICATES:**

Must have a valid Arizona driver's license on the date of employment. Preference may be given to candidates who possess Arizona substance abuse counselor certification.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 pounds or less. The incumbent is expected to travel predominately within the community to meetings at other court facilities and community based agencies.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Drug Court Probation Program Coordinator. This position performs duties under general supervision, and has no lead or supervisory responsibilities.

Date:

Revised: 03/14/08