

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Probation Unit Supervisor/Program Coordinator  
Treatment Services  
**Job Code:** 8110  
**Pay Grade:** 61  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Supervises staff and is responsible for program development, planning, organizing, coordinating and monitoring the activities related to Probation Treatment and Assessment Services. Provides direction and oversight for Drug Treatment Education Fund (DTEF) program, contracted treatment programs, budgets, and psychological services. Represents the department on several outside treatment related committees, including the Administrative Office of the Courts (AOC).

### **ESSENTIAL FUNCTIONS:**

- Supervises and coordinates the activities of the Drug Treatment Education Fund program.
- Participates in the selection of employees, supervises, trains, evaluates, and counsels the staff of the Treatment Services Unit.
- Oversees substance abuse assessments performed by unit staff.
- Collaborates with the contracts and procurement staff to develop Request for Proposal (RFP), for the selection of outside agencies providing contracted treatment and psychological services to Adult Probation.
- Develops, implements and oversees the budgets of contracted treatment programs.
- Ensures compliance to contracted treatment services by monitoring quality assurance standards, contracted treatment service performance and documentation.
- Prepares management reports and ad hoc reports for the Arizona Supreme Court regarding the status of treatment programs and services.
- Assists in the oversight and contract administration of the probationer drug testing program.
- Represents the Adult Probation department and the Treatment Services Unit on state and local community agency boards.
- Conducts and participates in special administrative and operational studies or projects.
- Provides technical assistance and training to the Motivational Interviewing, Drug Court and Mental Health Court programs.
- Provides resources, technical assistance, and training to probation officers.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Facilitates specialized training for behavioral health service providers.
- Assists with grant applications and new program implementations, as appropriate.
- Performs other duties and projects as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of contemporary social, educational and economic conditions as they relate to adult probation and the justice system.
- Must have knowledge of probation and court practices, procedures, laws, regulations and guidelines pertinent to treatment services and criminal justice.
- Must have knowledge of community based treatment programs, social service agencies, and community resources.
- Must have a strong knowledge of theories and practices used in the best practice treatment, including that provided to criminal populations.
- Must have strong management skills coordinating, planning, organizing, implementing and communicating program objectives, policies and procedures.
- Must have strong skills in report and business writing as it relates to treatment and probation.
- Must have the ability to communicate effectively with a wide variety of superior court employees including judges, judicial staff, court leadership and administration, contract providers, community professionals, and the general public.

**MINIMUM REQUIREMENTS:**

A Master’s degree from an accredited college or university with a major in social sciences or a closely related field and three years of professional and/or management experience in the field of adult probation or corrections; Or, a Bachelor’s degree in social sciences or a directly related field and five years of experience in adult probation or corrections; 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.

**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 an Adult Probation Division Director. This position performs duties under limited supervision and directs the professional and administrative support staff of the Treatment Services Unit of Adult Probation.

Date: 09/01/02  
Revised: 08/06/04; 08/05/11

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

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