

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Probation Workforce Skills Developer
Job Code: 8124
Pay Grade: 49
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Provides support to Superior Court Adult Probation probationers by identifying and maintaining information on employment through government agencies, community programs, resources, and services to those who require assistance in gaining initial employment or re-employment. Responsible for counseling, evaluating, training and coaching probationers in employability skills. This is a fully grant funded position in the Adult Probation Operations Services unit; and a half grant funded position in the Adult Education unit.

ESSENTIAL FUNCTIONS:

- Interviews and evaluates clients to determine short and long-term career goals, barriers to employment and need for additional training and education.
- Provides individual and group counseling related to job loss and reemployment.
- Develops and conducts employability skills classes and workshops to address general and specific workforce career and job search issues.
- Networks with community organizations, government agencies, employers and probation to create and maintain a library of available services and resources.
- Coordinates referrals with appropriate agencies including community organizations, employers and schools.
- Administers and interprets standardized tests such as career interest inventories and aptitude tests and conveys results to client.
- Maintains list of employers that hire felons.
- Instructs clients individually and through workshops in resume writing, job search and interviewing techniques as well as entrepreneurial skills.
- Works with community employers to promote and develop job opportunities for clients in the greater Tucson community.
- Collaborates with employers to educate them on programs (Work Opportunity Tax Credit (WOTC), Federal Bonding) that will benefit them when they employ program participants.
- Consults with probation officers and management staff regarding the evaluation of employability skills, and recommendations to improve skills and to be successful in gaining employment.
- Conducts follow up contact with employers to determine status of job referrals and employment of probationers.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Maintains a comprehensive computer database, manual records and files on the status of employing probationers.
- Reports on probationer job placement outcomes on a monthly basis.
- Maintains statistics on department referrals, services provided, completions of training, and job placements and outcomes, for grant reporting.
- May respond to questions on adult probation policies and procedures from program participants.

- May give presentations to employers to educate them on the court's efforts to evaluate, train, and assist probationers with the employability of program participants.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the Pima County One Stop, Department of Economic Security and other community organizations where vital services and resources are offered.
- Must have basic knowledge of court procedures and the criminal justice system.
- Must have the basic skills to use an assessment tool/questionnaire evaluating the current skills and/or employability of individuals.
- Must have the knowledge of Microsoft Word, Outlook, and Excel and the skills to operate a desktop computer for automated case tracking, conducting research, analyzing data and creating reports and other correspondence.
- Must have the ability to use PowerPoint, develop and make presentations to groups.
- Must have the ability to communicate, coordinate and work effectively with Superior Court probation officers, court staff, related county departments, community agencies and the public.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in Education, Public or Business Administration, Social Sciences, Behavioral Sciences, Counseling/Guidance, Psychology or a related field of study and three years of professional level work experience job development, case management, personnel recruitment, career guidance, counseling, psychology or a related field . Or any equivalent amount of experience, training, and/or education approved by the Human Resources department.

Preference will be given to applicants who have teaching experience and/or have experience working in a correctional setting.

LICENSES AND CERTIFICATES:

A valid Arizona Driver's license is required at the 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 position is a classified position that reports to the Probation Education Program Coordinator. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Probation Workforce Skills Developer

Date: 02/11/11
Revised: 10/12/11; 06/16/14

Approved by: _____
Division Director, Adult Probation Date _____

Hiring Authority Date _____

Director, Human Resources Date _____