

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Residential Treatment Liaison
Job Class : 8146
Pay Grade: 49
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Provide oversight to residential substance abuse treatment cases in coordination with the supervising probation officer. Perform professional level services in the coordination of the Drug Treatment and Education Fund (DTEF) program. Responsibilities include involvement in each phase of the program from the screening of probation eligible individuals, their enrollment into treatment agencies, monitoring of cases, and their recovery.

ESSENTIAL FUNCTIONS:

- Conducts substance abuse screenings and other risk/ needs assessments on drug-charged defendants and probationers.
- Determines the suitability of probationers to be referred to residential treatment and provides alternative treatment recommendations when appropriate.
- Coordinates residential treatment placements, determines most appropriate funding strategy, and transports probationers to/from facilities when necessary.
- Develops strong relationships and maintains open lines of communication with Pima County Adult Detention Center and community-based residential treatment program personnel.
- Collaborates with drug treatment and residential treatment agencies on the enrollment and admission of probationers court-ordered to attend residential treatment.
- Coordinates with the DTEF Program Coordinator to confirm funding and to ensure placement of probationers into residential treatment.
- Monitors the progress of probationers placed in residential treatment facilities, through on-site visits and communicates observations to field services probation officers.
- Collaborates with treatment providers to develop discharge plans, and with field services probation officers to ensure successful implementation of aftercare plans.
- Enters basic profile and case supervision information into an automated file, updates and monitors the probationer's file as the probationers participate in RT programs for alcohol and/or other substance abuse problems.
- Documents and maintains automated records in a computerized database and maintains records with updates of the probationer's recovery progress.
- Assists probation officers with treatment plans and provides education on

community resources.

- Provides ongoing program and substance abuse resource and/or procedural education to probation staff.
- Prepares court documents or reports on the assessment of probationer's treatment needs and relapse risk when requested.
- Makes visits to and screens current and potential new sober living programs for appropriateness for probationer referrals. Maintains an approved list of residences and agencies.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Assists DTEF Program Coordinator in conducting drug treatment quality audits of contracted substance abuse and domestic violence treatment agencies.
- Assists DTEF Program Coordinator in conducting regular quality audits of transitional housing agencies and sober living programs.
- Assists in reviewing behavioral health services provider proposals, during the Request for Proposal (RFP), for new agency contracts with the Court.
- Assists in monitoring the quality of treatment, and compliance to certain contractual requirements of approved agencies through site visits and audits.
- Represents Adult Probation and the Treatment Services Unit at State and Local treatment services meetings, in replacement of the DTEF Program Coordinator, as needed.
- Performs other related duties and/or projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge and skills to interview, make observations, and collect information from defendants/probationers.
- Must have knowledge of the basic principles of psychology and/or social work.
- Must have knowledge of the sociological, physiological, and psychological effects of alcoholism, addiction, and substance abuse, and the progressive phases of abuse.
- Must have knowledge of screening instruments used for the assessment of substance abuse.
- Must have knowledge or familiarity with community agencies or providers of education and/or treatment services for substance abuse and/or alcoholism.
- Must have the ability to assess and document essential factors relevant to an offender's profile and maintain case file records.
- Must have the ability to communicate effectively with court staff, individuals on probation, and representatives from community agencies in alcohol and substance abuse recovery programs.
- Must have strong organizational and time management skills.

MINIMUM REQUIREMENTS:

A Bachelor’s Degree in Psychology or Social Services and three years of experience providing substance abuse screening or treatment services to substance abuse offenders; OR, a Master’s Degree in a behavioral science such as Sociology, Psychology, or Criminal Justice or a relevant field of study and one year of relevant experience; OR, any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

A valid Arizona’s driver license is required at the time of appointment.

PREFERENCE may be given to candidates who are Nationally Board Certified Counselors or certified or licensed Addictions or Substance Abuse Counselors, and who have facilitated groups and conducted outpatient therapy.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment up to 20 lbs. Travel will be required within the community to probation offices, the Pima County Adult Detention Center, and community treatment agencies.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the DTEF Program Coordinator. The incumbent performs duties under general supervision and has no supervision responsibilities of employees.

Date: 02/07/12

Revised:

Approved by:

Hiring Authority

Date

Director, Human Resources

Date