

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Substance Abuse Screener
Job Class : 8145
Pay Grade: 41
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Perform an initial screening interview and risk/needs assessment on probation-eligible, drug-charged defendants. Enters baseline information into an automated file, updates and monitors the probationer's file, at the request of probation officers, as the probationers participate in recovery programs for alcohol and/or other substance abuse problems.

ESSENTIAL FUNCTIONS:

- Conducts full criminogenic screening interviews and risk assessments on defendants and communicates results to Court Services Division probation officers.
- Conducts substance abuse assessments and other assessments on defendants and probationers.
- Interprets assessment results of substance abuse screenings, prepares profile reports and makes level of treatment care recommendations to probation officers.
- Enters screening and assessment results and other treatment related elements into database.
- 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 education on community resources.
- Interfaces with adult probation officers to track offender treatment outcomes, interprets and documents outcomes as accurately as possible in the APETS database.
- Provides ongoing program and substance abuse resource and/or procedural education to probation staff.
- 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.
- Assists probation officers and agencies to review and approve the co-pay assistance for treatment referrals. Authorizes the payment of co-pays up to one half of agency co-pays.
- Prepares court documents or reports on the assessment of probationer's treatment needs and relapse risk when requested.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- 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.
- Performs initial risk and substance abuse screening of plea sentenced cases and makes recommendations to probation officers.
- Represents Adult Probation and the Treatment Services Unit at State and Local treatment services meetings, in replacement of the Treatment 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:

An Associate's Degree in Psychology or Social Services and two years of experience providing substance abuse screening or treatment services to substance abuse offenders; OR, a Bachelor's Degree in a behavioral science such as Sociology, Psychology, or Criminal Justice or a relevant field of study and 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.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment up to 20 lbs.

DISTINGUISHING CHARACTERISTICS:

This is a classified position and reports to the Probation Program Coordinator for Treatment Services. The incumbent performs duties under general supervision and has no supervision responsibilities.

Date: 09/1997

Revised: 06/2002, 10/11/05; 09/11/09