

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Probation Clinician I
OCCUPATIONAL CATEGORY: Professionals
DIVISION: Probation
EFFECTIVE DATE: 01/17/17



CLASS CODE: J239
FLSA: Exempt
SALARY RANGE: 19
STATUS: Classified

JOB SUMMARY

Under supervision, provides therapy to clients and groups ordered into the Court Programs including Probation, Detention, and Programming, will serve as part of a Court Team to provide optimum behavior health services for individuals under the jurisdiction of the Court, their parents, and families dealing with a variety of behavior health issues including addictions. Plans, coordinates, participates, and implements programs, activities, and counseling to meet mental, emotional, and social needs as assigned.

REPORTS TO:

Deputy Director of Juvenile Court Services.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Works as a member of a team of court staff in transition and detention services or programming in the delivery of comprehensive and integrated court services for the development of pro-social life skills.
- Provides consultations and consults with probation officers and other professionals regarding clients' behavior health issues.
- Conducts initial interviews and provides assessments of clients and their parents and family systems.
- Develops individual treatment plans.
- May conduct daily therapeutic group and/or individual sessions.
- Assists juveniles with a variety of issues including but not limited to the development of pro-social life skills, stress management, problems with self-esteem, career concerns, educational decisions, domestic violence, family dysfunction, parenting, depression, suicide, grief and loss, addiction, mental illness.
- Provides specific treatment services for delinquent youth with sexually maladaptive behaviors.
- Facilitates conflict resolution.
- Facilitates instruction in social and life skills, physical exercise, academic skills, art/crafts, and recreation.
- May handle emergency or crisis situations and works with outside resources to resolve crisis.
- Communicates and develops positive working relationships with parents regarding the positive development of their juvenile family member.
- Coordinates and conducts family sessions and family involvement.
- Prepares court reports in a timely manner.
- May appear in court to report client progress.
- Maintains treatment records and prepares reports.
- Assists in training new staff as assigned.
- Oversees activities of Interns/staff assigned to the program.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of principles, methods, and techniques of group and individual counseling.
- Knowledge of child and adolescent development theories and applications.
- Knowledge of dynamics of behavioral and emotional problems.
- Knowledge of treatment services for sexually maladaptive youth.
- Knowledge of traits of juveniles with co-occurring disorders, such as substance abuse and related issues.
- Knowledge of crisis intervention techniques.
- Knowledge of basic principles and methods of treatment for delinquent behavior and criminogenic factors.
- Knowledge of principles of supervision and training for adults.
- Knowledge of Juvenile Court proceedings.
- Knowledge of human behavior and various social, economic, and cultural backgrounds.
- Knowledge of secure program procedures and policies.
- Knowledge of record keeping, documentation and report writing.
- Knowledge of group activity planning and leadership.
- Knowledge of department policies, rules and procedures.
- Knowledge of Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

Skill in:

- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.
- Skill in the development of family support and planning; working with children and adolescents and families, and a good understanding of available and research based treatment options for children and adolescents.

Ability to:

- Ability to coordinate the activities of various individuals, agencies, and service providers.
- Ability to analyze complex problems and situations and suggest effective and reasonable courses of action.
- Ability to maintain current licensure and all required training.
- Ability to plan effectively.
- Ability to communicate ideas clearly, concisely and effectively.
- Ability to conduct detailed research and prepare reports and findings.
- Ability to research, and utilize appropriate professional support as needed.
- Ability to establish and maintain effective working relationships with employees, other agencies, service providers, health care professionals, and the public.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively verbally and in writing.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

WORK CONTACTS

Regular contact with associate personnel, other county departments, other agencies and the general public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs. or less.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

Master's degree in Behavioral Health field such as social work, psychology, psychiatry, counseling or closely related field and one of the following from the Arizona Board of Behavioral Health Examiners-Licensed Associate Marriage & Family Therapist, Licensed, Associate Counselor, Licensed Master Social Worker, or a Licensed Associate Substance Abuse Counselor in the state of Arizona.

SPECIAL JOB REQUIREMENT

- Must be a minimum of 21 years of age; U.S. citizen or have legal resident status;
- Must successfully pass a criminal history/background investigation, a psychological evaluation, polygraph examination and pre-employment drug/alcohol screen.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.