EMPLOYMENT OPPORTUNITY WITH
JUDICIAL BRANCH OF ARIZONA IN MARICOPA COUNTY

Community Coordinator

(Cradles to Crayons program)
Salary Range: $17.04 – $22.29 – $27.53
Depends on Experience
Position will be hired as Contract

Open Until Filled – First Review of Resumes will be September 28st

Location Address:
Durango
3445 W Durango
Phoenix, AZ 85009

Essential Functions:

- Establish an integrated service delivery system through collaboration with stakeholders and community partners.
- Develop a comprehensive continuum of community-based services and resources appropriate to the individual needs of court-involved 0-5 year-old-children and their families.
- Determine what types of resources are needed to eliminate barriers and facilitate comprehensive service delivery for children and their families.
- Coordinate, monitor, and facilitate referrals to treatment, educational and community resources and agencies.
- Serve as liaison between the court, other government agencies and community providers.
- Prepare reports and case updates for court review and consideration.
- Attend Family Drug Court and other dependency court hearings.
- Work in close collaboration with Child Protective Services (CPS) Case Managers and community or contracted treatment providers.
- Use knowledge and experience to determine solutions for the most difficult cases.
- Serve as an information source to the Judicial Bench, contract attorneys and CPS on the Family Drug Court process.
- Update iCIS and Family Drug Court database on a frequent basis.
- Complete case documentation, including contact notes, weekly and monthly case reports.
- Serve as member of case specific court team and responsible for scheduling, convening and facilitating case specific court team meetings for cases assigned.
- Maintain and provide minutes/records of all case specific court team meetings.
- May be assigned the development, implementation and management of special projects and/or various programmatic activities.
- Provide access to information on a variety of child development, child health and parenting topics.
- Provide information about where and when parenting education programs are available and referrals to those programs to meet each families' unique needs.

- Provide information on and/or referrals to developmentally appropriate learning opportunities that support early language and literacy development which prepare children for success in school and life.
- Work collaboratively with existing and newly-funded family resource centers.
- Perform other duties as assigned.

Minimum education and/or experience: Bachelor's degree in Social Work or another closely related field.

Preferred education and/or experience: A strong preference for bi-lingual abilities with knowledge and expertise in the needs of children 0-5; experience with navigating the child welfare and mental health systems; and knowledge and experience with the Phoenix community.

Knowledge, Skills, and Abilities:

- Knowledge of the practices of Maricopa County Juvenile Court and child welfare
- Principles of casework and case management and team decision making
- The principles of human behavior and adolescent development
- Public, private, and community benefit organization resources for 0-5 year old children and families
- Administration and implementation of screening and assessment instruments
- Coordinate the resources and requirements of resource agencies and their representatives
- Apply the principles of case management
- Critically analyze individuals and situations and make sound decisions
- Make and maintain effective working relationships with other staff, agencies, families, and community members
- Communicate effectively verbally and in writing
- Develop, implement, and evaluate individual treatment plans

Other Requirements:

Valid Class D Arizona driver's license and reliable personal transportation.

Working Conditions:

Additional physical and sensory abilities will be communicated by the supervisor. Must be willing to work occasional evenings and weekends.

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 10 paid holidays. This position is Unclassified and not covered by the Judicial Merit Rules. **EOE**

How to Apply:

Submit a cover letter and résumé via email to:

Email: andersonm005@superiorcourt.maricopa.gov