



JUDICIAL BRANCH OF ARIZONA

COUNTY OF MARICOPA

"EQUAL JUSTICE UNDER LAW"

JUVENILE COURT ADMINISTRATION

3131 W Durango St
Phoenix AZ 85009

Tel: 602.506.4533 ♦ Fax: 602.506.1372

1810 S Lewis
Mesa AZ 85210

Tel: 602.506.2544 ♦ Fax: 602-506.6467

Community Services Unit (CSU) Internship Description

This internship will provide the candidate with direct experience working with parents and guardians and their children who are having behavioral issues in the home, school, and/or community, who have not yet become involved in the delinquency or child welfare systems. The CSU provides assistance with referrals and resources within the family's community, and facilitates staffings with the family and community members as necessary.

Primary Duties:

Become familiar with Juvenile Justice and Child Welfare Systems.

Become proficient in understanding the Juvenile Court process and relevant Arizona Revised Statutes.

Update Court database on a frequent basis.

Assist with developing, preparing, and distributing program documentation, brochures, and informational materials.

Respond to inquiries for assistance from the public as a member of the CSU email distribution list, and work directly with families who contact the Court.

Develop and maintain accurate statistics through collection and analysis of data as directed by the immediate supervisor (Deputy Court Administrator of Programs and Services.)

Learn collaborative techniques for working with court staff as well as outside agencies (DCS, Dependency Treatment Court, C2C Clinical Services, Mercy Maricopa RBHA, etc.)

Become familiar with a variety of community resources and agencies in order to assist with proper referrals and services for families served by the CSU.

Make appointments with volunteer attorneys from ASU for CSU families seeking free legal advice.

Make presentations about CSU to schools, police departments, and other community organizations.

Recommend, coordinate and arrange for staffings when applicable.

Adapt to working in a fast-paced environment.