



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

Dependency Treatment Court (DTC) Internship Description - (Master's Level Intern)

This internship will provide the candidate with direct and indirect experience working with parents of children zero to three who have allegations of substance abuse and who were ordered to observe a DTC hearing. DTC is a problem solving court in which parents are held accountable to their recommended drug treatment. Information is obtained from the clients' substance abuse treatment providers regarding progress in treatment, and is shared with the DTC judge, who in turn holds the client accountable through the provision of sanctions and rewards.

Primary Duties:

Become familiar with Juvenile Justice and Child Welfare Systems.

Communicate effectively with judicial staff and clients, both verbally and in writing, in a fast paced environment.

Become proficient in understanding the Juvenile Court process and relevant Arizona Revised Statutes in order to communicate and effectively participate in court staffings prior and during court hearings in Dependency Treatment Court settings.

Work closely with Dependency Treatment Court Coordinator and DTC Specialist to assist, evaluate, prepare detailed reports, make copies, and assist with observing and recording as directed by the Coordinator.

Update the Court and DTC databases on a frequent basis.

Assist and observe dependency treatment court hearings, take appropriate notes, become familiar with courtroom protocol and assist Coordinator with developing department reports for distribution.

Assist Coordinator with developing, preparing and distributing program documentation and informational material.

Develop and maintain accurate statistics by collecting and analyzing appropriate data as directed by the DTC Specialist, Coordinator, and/or Director of Dependency.

Assist with planning and organizing any special activities and events for the Dependency Treatment Court program.

Learn collaborative techniques by working with court staff as well as outside agencies (DCS, Clinical staff, other interns, Terros Families First Recovery Coaches and staff, etc.)

Adapt to working in a fast-pace environment.