



Opening doors to
housing and recovery.

Job Description – Criminal Justice Advocate

The Criminal Justice Advocate is responsible for the recruitment and enrollment of individuals with a history of homelessness who are currently incarcerated in the Pima County Adult Detention Complex (PCADC) in the Pima County Housing First Pilot Program (PCHF). Assist participants with navigating the criminal justice system to resolving any outstanding legal issues.

Duties and Responsibilities:

1. Recruit and enroll qualifying individuals residing within the PCADC into the PCHF program.
2. Attend court hearings with clients, advocate on client's behalf to help resolve outstanding criminal justice or legal concerns and assist client with navigation of the criminal justice system.
3. Coordinate jail release and program entry, assist with arranging client transportation as needed.
4. Attend staffing, team and collaborator meetings and other meetings as required.
5. Facilitate appropriate community referrals as needed.
6. Accurate and timely documentation of client information in confidential files in accordance with state and federal laws.
7. Demonstrate ethical behavior in all aspects of role.
8. Other tasks as assigned.

Qualifications:

1. Bachelor's Degree or three years' experience working in Behavioral Health, Social Work or the Criminal Justice system.
2. Ability to obtain clearance for the Pima County Adult Detention Complex.
3. Ability to set priorities, meet deadlines and work flexible hours including evenings and weekends as needed.
4. Personal vehicle for use on agency business, AZ driver's license with proof of insurance.
5. Ability to establish rapport, rapidly develop and maintain effective working relationships with diverse individuals, including program participants, PCADC staff, and other team members and collaborators.
6. Working knowledge of evidence-based interventions for persons with a variety of behavioral health concerns, including substance abuse/dependence.
7. Willingness to learn and practice evidence based practices, such as Motivational Interviewing, Housing First and Harm Reduction.
8. Knowledge and compliance with HIPAA.
9. Cultural competence in the area of poverty, homelessness, local ethnic groups and the criminal justice population.
10. Proficiency in Microsoft Office Suite; Word, Outlook, and Excel.
11. American Sign Language, Spanish speaking and/or Veteran a plus.

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