



## ***Southern Arizona's Premier Social Service Agency***

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

### **Criminal Justice Advocate**

#### ***Pima County Housing First***

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.

#### **Employee Benefits**

Competitive Salary , Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

***Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.***

#### **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:** Bachelor's Degree or three years' experience working in Behavioral Health, Social Work, or the Criminal Justice system. Ability to obtain clearance for the Pima County Adult Detention Complex. Ability to set priorities, meet deadlines and work flexible hours including evenings and weekends as needed. Personal vehicle for use on agency business, AZ driver's license with proof of insurance. 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. Working knowledge of evidence-based interventions for persons with a variety of behavioral health concerns, including substance abuse/dependence. Willingness to learn and practice evidence-based practices, such as Motivational Interviewing, Housing First and Harm Reduction. Knowledge and compliance with HIPAA. Cultural competence in the area of poverty, homelessness, local ethnic groups and the criminal justice population. Possess and maintain valid CPR/First Aid Certification. Proficiency in Microsoft Office Suite; Word, Outlook, and Excel. American Sign Language, Spanish speaking and/or Veteran a plus.

Job Status  
Full Time

Pay Rate  
DOE

Pay Comments  
Salary based on experience.

***We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.***

Mail Resume/Application to:

Ms. Jeanie Pike  
HR Director  
Old Pueblo Community  
Services  
4501 E. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
[hr@helptucson.org](mailto:hr@helptucson.org)



Employment References, drug screen and background check is conducted pre-employment.