POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

**Classification Title:** Administrative Secretary II

<table>
<thead>
<tr>
<th>FLSA STATUS</th>
<th>Non-Exempt</th>
<th>EMPLOYMENT STATUS</th>
<th>Full-Time</th>
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<td>EXEMPTION STATUS</td>
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<td>NRTC Director</td>
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<td>CIVIL SERVICE STATUS</td>
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<td>WORK SCHEDULE</td>
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<tr>
<td>PAY GRADE</td>
<td>A-16</td>
<td>DEPARTMENT</td>
<td>NRTC</td>
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</table>

**DISTINGUISHING JOB CHARACTERISTICS**

Ensure the efficient day-to-day operation of office reception during peak business hours, conduct quality control evaluations, and support the work of the facility Director and other management. Develop, maintain, and conduct studies to formulate alternative recommendations for improvements affecting the efficiency and quality of facility organization, operations, services, and programs as it related to Nicholas Residential Treatment Center.

Successful administrative assistants are highly-skilled in communication, typing, writing, grammar, punctuation, and oral communication. Interpersonal skills and client/public relations are also of paramount importance. Applicants should be highly organized individuals. Other skills include good judgment, punctuality, and initiative.

"In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge."

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Performs administrative work involved in the planning, coordinating, and oversight of day to day operations. Ensure the safety, security, and welfare of Nicholas Residential Treatment Center personnel and juveniles.

Duties may include calendar management of the Director and other management. Scheduling meetings, documenting minutes, answering phones, managing databases, disseminating information (through email and internal memos), creating spreadsheets, generating reports, ordering equipment, and interaction with clients and the public.

Should have extensive knowledge of computer software. Programs usually cover word processing, desktop publishing, report generation, project management, and other such relevant applications.
Compile, prepare, and accurately maintain a variety of standard operating records and reports as requested by the Director or other management or as required by policies, procedures related to ODJFS licensure and accreditation. Assist in maintaining files for same. Participate in Quality Control Committee.

Compile reports and stats related to NRTC programming. Assist in defining problems and solutions.

Assist in developing tracking of staff training.

Assist in developing and maintaining Internship Program.

Provide training related to NRTC to Court employees from other departments and interns/volunteers/visitors.

Distribute updates to all staff.

Obtain 40 hours of training annually.

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.

Reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.

Planning and scheduling meetings, conferences, teleconferences, and travel.

Welcomes guests and customers by greeting them in person or on the telephone; answering or directing inquiries.

Maintains customer confidence and protects operations by keeping information confidential.

Responsible project development, management, and completion.

Prepares reports by collecting and analyzing information.

Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.

Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.

Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
OTHER DUTIES AND RESPONSIBILITIES

Other duties as assigned.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer, printer, copier, electronic typewriter, fax machine, calculator, telephone and other general office equipment.

CONTACTS WITH OTHERS

Agency directors; officials; service providers; law enforcement; politicians; other governmental entities/personalities; community members.

CONFIDENTIAL DATA

Employee and Juvenile medical files; all juvenile court records on the computer; non-public record information contained in personnel files.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile Court system and process; secretarial science; office practices and procedures; English word usage, spelling, sentence structure and punctuation; administrative and office management; legal terminology

Ability to: maintain confidentiality of confidential and sensitive subject matter; work independently; exhibit a pleasant telephone manner; answer routine inquiries; establish and maintain effective work relationships with associates and job contacts; exercise sound judgment in relieving management of administrative responsibilities; work independently; handle sensitive inquiries from and contacts with officials and general public.
Skill in: Administrative Writing Skills, Reporting Skills, Supply Management, Scheduling, Microsoft Office Skills, Organization, Time Management, Presentation Skills, Equipment Maintenance, Travel Logistics, Verbal Communication, production typing; operation of computer; oral and written communication; filing documents in alphabetical, numerical and subject order; word processing; operating general office equipment; application of job software programs.

QUALIFICATIONS

Bachelor’s degree in Social or Behavioral Science or related field preferred. High School Diploma or equivalent will be considered. Five years related secretarial and administrative experience in a court system or related field preferred.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Business Manager

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<td>DEPARTMENT</td>
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<td>EMPLOYMENT STATUS</td>
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<td>REPORTS TO</td>
<td>Residential Treatment Center Director</td>
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<tr>
<td>WORK SCHEDULE</td>
<td>40 hours per week</td>
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DISTINGUISHING JOB CHARACTERISTICS

Employee is responsible for intake of youth into Nicholas Residential Treatment Center, maintaining ODJFS certification, processing Purchase Orders and invoices, staff training and development functions, and organizational safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Processes paperwork for bringing new students into Nicholas Residential Treatment Center. Interviews families and conveys program functions and expectations. Communicates student issues with Nicholas Residential Treatment Center management team and staff and MCJC staff as needed.

Serves as ODJFS certification manager. Develops, implements and communicates pertinent policy and procedure, and provides staff training. Maintains responsibility for ensuring facility and staff comply with OAC standards and meet audit requirements.

Processes Purchase Orders; documents and submits invoices to Finance Department for payment. Submits monthly invoices for school billing and processes monthly lunch claim reimbursements.

Monitors and directs development of annual training schedule, and makes arrangements for training programs, sites and outside speakers. Maintains staff training records to document ongoing training requirements. Tracks training sessions and course participants.

Trains staff in First Aid / CPR / AED, Court policy and procedure and ODJFS requirements.

Implements and monitors departmental safety practices, and ensures safety inspections are conducted as required. Oversees emergency plans and the scheduling and implementation of fire and tornado drills.

Supervises cooking staff and monitors health and food service inspections.
Prepares weekly Intake Reports as well as quarterly and annual census reports. Tracks referral and admission data.

Attends Court hearings; Transports youth to/from JJC as needed.

**OTHER DUTIES AND RESPONSIBILITIES**

Other duties as assigned.

**SCOPE OF SUPERVISION**

Cook and part-time cooks

**EQUIPMENT OPERATED**

Computer; copier, telephone, fax machine, and other general office equipment; audio/video equipment.

**CONTACTS WITH OTHERS**

Probation Officers; Magistrates; Judges; attorneys; ODJFS Certification Specialists; MCJFS-CSD personnel; Detention Services staff

**CONFIDENTIAL DATA**

Non-public record information contained in staff files; juvenile case records.

**WORKING CONDITIONS**

Good office working conditions.

**USUAL PHYSICAL DEMANDS**

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee frequently sits for extended periods of time while performing job responsibilities. Employee converses verbally with others in person and by telephone. Vision demands frequent viewing of computer screen requiring close focus.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Court processes and procedures; juvenile charges; juvenile due process and rights; family dynamics; adolescent development; Ohio Department of Job and Family Services requirements; OAC rules; Department of Youth Services; OSHA standards; general safety practices.

**Ability to:** maintain good public relations as Court representative; establish and maintain effective work relationships with youth, family members, associates and job contacts; handle general and technical questions; maintain confidentiality of confidential and sensitive information.
Skill in: preparing reports; verbal and written communication; operating computer; application of software programs; speak effectively before groups; training individuals and groups; CPR; First Aid.

QUALIFICATIONS

Bachelor’s Degree in Social Work, Psychology or related field, and over five years experience working with youth, and applying court processes and procedures. Demonstrable ability to train others, learn safety procedures and obtain certifications following appointment.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Trainee of Trainers Certification; First Aid and CPR Instructor’s Certification.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Cook

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<th>Full-time</th>
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<td>EXEMPTION TYPE</td>
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<td>REPORTS TO</td>
<td>Business Manager</td>
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<tr>
<td>CIVIL SERVICE STATUS</td>
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<td>WORK SCHEDULE</td>
<td>40 hours per week</td>
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<tr>
<td>PAY GRADE</td>
<td></td>
<td>DEPARTMENT</td>
<td>Nicholas Residential Treatment</td>
</tr>
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DISTINGUISHING JOB CHARACTERISTICS

Cooks and prepares meals for youths and staff assigned to Nicholas Residential Treatment Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Prepares meals for youths and staff within assigned facility. Prepares meats, salads, breads, vegetables, fruits, desserts, and other menu items.

Follows prescribed menus and recipes in accordance with ACA, DYS and DHS requirements, and food service guidelines established by State Health Department for handling and cooking of raw meat, fruits, vegetables and other food items.

Prepares special meals to meet youth dietary requirements in cooperation with and under direction of qualified medical authority. Makes special meals in accordance with religious holiday traditions and standards.

Presents food on plates in an attractive and appealing manner, and follows sanitary methods while dispensing food in food service line.

Controls food waste and rotates food products prior to expiration dates. Prepares and serves food to minimize leftovers.

Maintains sanitary conditions in food preparation areas, and cleans and disinfects counters, tables, refrigerator in accordance with sanitary guidelines and standards. Inspects and cleans kitchen equipment.

Refrigerates, freezes and stores food to deter spoilage and meet food quality standards.

Monitors kitchen equipment operating condition and reports equipment problems to Food Service Manager.
Maintains security of kitchen knives and other utensils by following and enforcing prescribed security precautions and policy.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION
None

EQUIPMENT OPERATED
Stoves, deep fryer; meat slicer; electric knife; blenders, mixer, slicer, dishwasher, garbage disposer; food processor; gas grill; microwave, and other standard kitchen equipment; slicer, kitchen knives and other kitchen utensils.

CONTACTS WITH OTHERS
Youth; staff; delivery persons; State Health Department representatives; Department of Youth Services Inspector; general public.

CONFIDENTIAL DATA
None

WORKING CONDITIONS
Good working conditions but with exposure to normal kitchen heat and conditions. Exposure to possible cuts, burns or other similar injuries.

USUAL PHYSICAL DEMANDS
The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently stands for extended periods of time, and walks around the kitchen to various counters, stoves and other food processing areas and equipment. The employee regularly exhibits normal manual dexterity when preparing foods such as utilizing cutting knives, and other kitchen equipment. The employee occasionally extends arms to retrieve food from ovens, stoves, etc. Vision demands include normal vision. Employees normally exhibit the ability to taste and smell foods with the ability to distinguish differences or similarities in intensity or quality of flavors or odors, or to recognize particular flavors or smells using the tongue and/or nose. Employee normally tastes and smells the food being cooked [using standard sanitary practices] to determine if it was cooked sufficiently and in accordance with cooking quality standards, and to determine the palatability of product.
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: institutional food preparation methods, procedures, equipment and supplies; dietary needs and proper nutrition; standard kitchen safety practices and procedures; food facility sanitary standards.

Ability to: read and follow menus and recipes; prepare foods in accordance with prescribed dietary and nutrition standards; maintain good public relations as Court representative; establish and maintain effective work relationships with youth, associates and job contacts.

Skill in: institutional food preparation; operation and utilization of standard kitchen equipment and utensils.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: one year experience and/or training in institutional food preparation, and following prescribed menus.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Facility Support Staff

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<th>FLSA STATUS</th>
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<td>EXEMPTION TYPE</td>
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DISTINGUISHING JOB CHARACTERISTICS

Provides ongoing and comprehensive kitchen, maintenance, and custodial support for daily facility operations.

"In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge."

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Responsible for general cleaning throughout the facility.

Assist with preparation of portions of meals, snacks, and drinks as directed by Kitchen Manager.

Assist with deliveries.

Maintains sanitary conditions in food preparation areas, and cleans and disinfects counters, tables, refrigerator in accordance with sanitary guidelines and standards. Inspects and cleans kitchen equipment.

Loads and runs dishwasher, and washes dishes by hand. Stores dishes, utensils, pans and other cookware in a neat and organized manner in proper locations. Stocks groceries, and organizes cooler, freezer, and storerooms. Refrigerates, freezes and stores food to deter spoilage and meet food quality standards.

Monitors kitchen equipment operating conditions and reports equipment problems to Food Service Manager.

Maintains security of kitchen knives and other utensils by following and enforcing prescribed security precautions and policy.

Assists in reviewing and documenting equipment and supply inventories throughout the facility.
Control laundry process as necessary to meet facility and inventory needs. Fold and size clothing, storing clothes on shelves in laundry area according to size. Sort laundry after washing, detecting problems, errors and deficiencies requiring re-wash, or suitability for rag out.

Restock and dispense resident hygiene items as needed.

Restock supply and custodial closets within the facility.

Prepares intake closet for admissions.

Responsible for receiving a minimum of 40 hours of related training annually.

OTHER DUTIES AND RESPONSIBILITIES

Perform other duties as assigned.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Meat slicer; electric knife; blenders, mixer, slicer, dishwasher, garbage disposal; food processor; gas grill; microwave, kitchen knives and other kitchen utensils; and other standard kitchen equipment; keys; dolly; mop, bucket and wringer, vacuum, and other general cleaning equipment.

CONTACTS WITH OTHERS

Youth; Youth Parents/Guardians; Unit Counselors; Medical Personnel; Teachers, Administration, Delivery Personnel; Law Enforcement; All facility staff.

CONFIDENTIAL DATA

None

WORKING CONDITIONS

Good working conditions but with occasional exposure to heat, cold, dampness, noise, dirt, dust and other conditions. The employee must use standard safety precautions to avoid injury from lifting, pushing and pulling equipment.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.
While performing duties of this job, the employee is frequently required to stand, for extended periods of time, walk around the facility to all of the floors pushing and pulling clothing carts and food carts, reach with hands and or arms, crouch or stoop, and lift and move a minimum of 25 lbs. The employee regularly exhibits normal manual dexterity when folding clothes.

Vision demands include normal vision. The employee occasionally extends arms to retrieve and stock shelves with clothes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: institutional food preparation methods, equipment and supplies; dietary needs and proper nutrition; standard kitchen safety practices and procedures; food facility sanitary standards, general housekeeping practices, facility rules, basic filing, stock controlling system and recordkeeping procedures, security and safety precautions.

Ability to: perform multiple tasks effectively in order to maximize department production; understand and follow written and oral directions, as well as, Department policy, regulations, and procedures; see and smell the food to determine if it was cooked sufficiently and in accordance with cooking quality standards, and to determine the palatability of the food, maintain good public relations as Court representative; establish and maintain effective work relationships with co-workers and youth.

Skill in: skill inspecting completed work; some skill maintaining and replenishing supplies; preparing written reports; some skill in verbal and/or written communications; some skill in dealing with others in a courteous and helpful manner and utilization of standard kitchen equipment and utensils; knowledge of Microsoft Office.

QUALIFICATIONS

High School degree, GED, or equivalent with general experience in food service and/or custodial.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSE OR CERTIFICATION REQUIREMENTS

CPR/First Aid: May be obtained after appointment.
Serve Safe Food Safety Certification: May be obtained after appointment.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Food Service Manager

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<td>DEPARTMENT</td>
<td>Nicholas Residential Treatment</td>
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DISTINGUISHING JOB CHARACTERISTICS

Manages food service operations at the Nicholas Residential Treatment Center, and assists in facilitating maintenance and repair of the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Prepares meals for youth and staff at the facility. Prepares a variety of food options in accordance with established menus.

Develops and approves all menu items and menu changes. Establishes menus and recipes in accordance with ODE & ODJFS requirements, and follows food service guidelines established by State Health Department for handling and cooking of raw meat, fruits, vegetables and other food items. Plans menus in consultation with a Registered Dietician.

Purchases all food service items. Maintains and controls inventory of food & kitchen supplies, resident self-care supplies, and kitchen equipment. Monitors and maintains supplies needed for facility operation.

Plans and prepares food service for special events including holidays and other occasions.

Controls food waste and rotates food products prior to expiration dates. Prepares and serves food to minimize leftovers. Refrigerates, freezes and stores food to deter spoilage and in accordance with food service standards.

Maintains sanitary conditions in food preparation areas; cleans and disinfects counters, tables, refrigerators, etc. in accordance with sanitary guidelines and standards. Inspects and maintains cleanliness of kitchen, pantry and kitchen equipment.

Serves as Team Leader for part-time cooks. Participates in training and scheduling of part-time cooks.
Monitors facility to identify maintenance problems and assess needs. Schedules necessary maintenance in conjunction with the Operations Manager. Follows up on maintenance requests to ensure timely response and quality service, and maintains maintenance records.

OTHER DUTIES AND RESPONSIBILITIES
Other duties as assigned.

SCOPE OF SUPERVISION

EQUIPMENT OPERATED
Oven & gas stovetop, deep fryer; meat slicer; electric knife; blenders, mixer, slicer, dishwasher, garbage disposal; food processor; outdoor grill; microwave, kitchen knives, other kitchen utensils and other standard kitchen equipment. Copier, calculator, telephone and other general office equipment; vehicle

CONTACTS WITH OTHERS
Youth; staff; delivery persons; state & county Health Department representatives; ODJFS auditors; Plumbers, Electricians and other maintenance specialists; Project Managers; vendors; general public.

CONFIDENTIAL DATA
Student demographic information

WORKING CONDITIONS
Exposure to normal kitchen heat and conditions, and to possible cuts, burns or other similar injuries

USUAL PHYSICAL DEMANDS
The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing administrative duties, the employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when entering and working with financial data, and using a computer screen. When working in the kitchen, the employee is exposed to the demands typically experienced by kitchen staff, including lifting and shelving of food and supplies.
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: institutional food management; dietary needs and proper nutrition; ODE & ODJFS standards; standard food service safety practices and procedures; food facility sanitary standards; general facility maintenance; general mathematics; food purchasing and specifications; inventory management.

Ability to: maintain good public relations as Court representative; establish and maintain effective work relationships with youth, associates and job contacts; exhibit the skills, knowledge and abilities required of Cook; maintain confidentiality of confidential and sensitive subject matter.

Skill in: institutional food preparation; operation of computer; preparation of reports; general typing.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: high school degree, GED or equivalent and five years experience in institutional cooking, including training or experience in supervision and facility management.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.
CLASSIFICATION TITLE: Probation Officer II

FLSA STATUS | 40 hours variable | Employment Status | Full-time
Work Schedule | Evenings required | Department | Probation Services
Reports To | | Supervisor |

DISTINGUISHING JOB CHARACTERISTICS

An employee assigned to this classification investigates, counsels and supervises juvenile offenders referred by the Court. The employee provides and maintains information and documentation, administers sanctions, and refers juveniles for treatment or other needed services. Employee may occasionally have to travel out of state, and will respond to emergency situations during off-hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Monitors, supervises & counsels juvenile offenders to ensure compliance with Court ordered probation terms and conditions. Develops and implements case plans, and monitors juvenile’s compliance. Keeps Court informed of progress through written reports and Court appearances, and confers with youth and family concerning progress, problems and issues in meeting treatment goals. Intervenes in crisis situations and determines need for parenting education.

Strives to establish trusting relationships with assigned youth. Encourages youthful offenders in various recreational, cultural, educational and therapeutic activities designed to enhance self-esteem, and participates with youth to build relationship and trust.

Makes announced and unannounced surprise home visits and works closely with client families to provide guidance and structure to the family unit. Monitors school performance including attendance, academic achievement, behavior problems and other issues. Interacts with school officials to ensure effective educational planning.

Investigates juvenile offenders and their families. Analyzes data, administers risk assessments, prepares written reports and makes recommendations concerning disposition of cases. Schedules appointments.

Attends court hearings to present Social History information, describe youth’s behavior and performance, and provide updates to assist the Judge or Magistrate in making most appropriate disposition. Provides timely completion of dispositional investigation reports.
Facilitates after-care plans including providing direction to youth in seeking residence after treatment plan, locating support groups for youth and family, providing assistance to caregivers in enrolling youth in school, and providing support in dealing with other life issues.

Establishes and maintains effective relationships with internal court programs, social service agencies and community resources, makes referrals when appropriate and follows up with treatment progress, problems and issues in coordination with treatment agency.

Utilizes volunteers and college interns to supplement juvenile offender programming efforts. Serves as mentor and coordinator for volunteers and interns assigned.

Prepares requests for summons and warrants, effecting delivery of service when appropriate.

Observes and collects urinalysis samples to determine if youth is using illicit drugs.

Facilitates parent & youth support group development, and as required provides on site or work site supervision. Monitors ACA compliance, and sub-supervises mediation.

OTHER DUTIES AND RESPONSIBILITIES

Makes speaking engagements and represents court on committees.

SCOPE OF SUPERVISION

Supervision of juveniles and other designated programs.

EQUIPMENT OPERATED

Vehicles; computers; copier, fax machine, telephone, calculator, and other general office equipment; dictating machines; handcuffs & shackles; cell phones; pagers; television; VCR; overhead projector.

CONTACTS WITH OTHERS

Juveniles; parents, families and guardians; Attorneys; school officials, teachers, counselors and staff; community social service and treatment providers; law enforcement officers; victims; other courts; Judges and/or Magistrates; Bailiffs; Children’s Services; Department of Human Services; general public.

CONFIDENTIAL DATA

Juvenile records and files including psychological, mental health and chemical dependency evaluations; case jackets; treatment assessments; agency information; police records [child/parents]; medical reports; personal information; financial information; birth certificate; social security number; probation/parole records; urinalysis results.

WORKING CONDITIONS

Good working conditions when working in the office. When working in the field, employee is exposed to conditions within juvenile’s homes and high crime areas. Possibility of exposure to hepatitis and bloodborne disease from contacts with juveniles and urinalysis samples. Possible exposure to risk of injury from physical assault. Occasional exposure to inclement weather.

USUAL PHYSICAL DEMANDS
The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. Job can involve operating and sitting in a vehicle for periods of time. Employee converses verbally with others in person and by telephone. Vision demands include normal vision requirements but can include occasional viewing of computer screen requiring close focus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile Court system procedure and process; counseling; social work; corrections; Ohio Revised Code as it pertains to probation functions; criminal justice system; universal precautions for control of bloodborne pathogens; programming and community resources; family structure and issues

Ability to: maintain good community relations as Court representative; establish and maintain effective work relationships with associates and job contacts; establish rapport with juveniles and family members of various social and economic backgrounds; perform under stress when confronted with emergency, critical, unusual or dangerous situations; work with resistant clients; maintain confidentiality of confidential and sensitive information; establish caseload priorities.

Skill in: Crisis intervention assessment; interviewing juveniles, family members and others; active listening; mediation; completing statistical and progress reports; data input; operation of computer; application of job software programs; aggressive restraint; analyzing program data and implementing cognitive behavior intervention.

QUALIFICATIONS

Bachelor's degree in psychology, sociology, criminal justice, social work or related field. One to two years related experience that should include an internship or field placement experience. Ability to pass a criminal background check.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License. Other requirements vary according to program.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Lead Teacher

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<tr>
<th>DEPARTMENT</th>
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<td>Principal</td>
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<td>WORK SCHEDULE</td>
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DISTINGUISHING JOB CHARACTERISTICS

Serves in an educational leadership capacity to assist the principal in developing and managing a year-round educational program. This includes managing the school’s day-to-day operations and supervising the teaching staff to ensure a quality educational program.

Assists the principal in ensuring that the school operates in accordance with the State of Ohio Board of Education standards as well as the educational standards of the American Correctional Association and the Ohio Department of Youth Services.

Provides academic instruction to students across a wide range of grade and educational levels from lower elementary through high school.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Assists Principal in supervising, managing, coaching, training and evaluating teacher performance and other assigned school staff from an administrative level.

Assists Principal in implementing, supervising and monitoring the educational instruction program provided by the teaching staff.

Conducts regular staff meetings and individual teacher meetings to ensure effective communication.

Assists principal in establishing annual goals and performance objectives for the educational program.

Participates in recruitment of educational staff and school volunteers.

Develops and monitors the school’s safety and security plan in concert with the overall facility safety and security program.
Teaches and provides academic instruction to youth placed at the facility. Presents educational materials and lesson plans appropriate to the academic needs of youth that are achieving at various grade levels.

Observe youth’s behavior and maintains awareness of the youth’s emotional and physical needs. Particular attention to: depression, suicide ideation and aggressive tendencies toward others.

Plans and implements daily lesson plans in accordance with educational curriculum. Develops individualized educational plan for each student with daily, weekly and quarterly objectives. Overall instruction may include preparation and work in the GED preparation curriculum.

Evaluates student’s work and academic progress. Assesses student abilities, conducts proficiency tests, records grades and students academic achievement as well as providing for reports on behavioral progress.

Monitors and directs students behavior and pro social skill development within the scope of the cognitive – behavioral model.

Creates, assesses and selects various classroom materials to meet student needs. Gathers appropriate and applicable material through community and educational resources and modifies material, as necessary, to make it grade, age and academic skill-level appropriate.

Confers with staff regarding student’s issues, problems and needs. Interacts with medical and treatment staff regarding physical and psychological conditions of the students.

Maintains classroom discipline and follows facility security procedures. Intervenes in crisis situations to maintain control and discipline.

Meets with parents to answer questions, provide feedback and discuss student’s progress, problems and issues and to make realistic educational plans for the student’s aftercare educational needs.

Plans and conducts student field trips.

Maintains student attendance and academic grade records, and discipline reports. Submits records to Judges, Magistrates; Probation Officers, parents and others as required.

Must have good attendance.

OTHER DUTIES AND RESPONSIBILITIES

Attends various facility events and activities. Meet with individual students in the living unit to assist in schoolwork. Participate in various task groups and committees and treatment team to improve the overall program.

SCOPE OF SUPERVISION

Teachers; School Secretary, Media Specialist, school volunteers
EQUIPMENT OPERATED

Computer; VCR; television; overhead projector; copier, fax machine, telephone and other general classroom and office equipment.

CONTACTS WITH OTHERS

Principal; other teachers; youth; parents and legal guardians; facility treatment staff; Administrative and Management staff; Community School staff; counselors, teachers etc...

CONFIDENTIAL DATA

Youth records, which might include personal background and social history, mental evaluations, discipline reports, academic records.

WORKING CONDITIONS

Individual classroom setting within a secure correctional treatment environment. Exposure to potentially violent youth. Possible exposure to contagious diseases, head lice and bloodborne pathogens.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.

While performing duties of this job, the employee normally must be able to stand or sit for extended periods of time while teaching. The employee commonly must adjust visual focus to read materials and computer screen. The employee must be able to converse with the youth, visitors, and family members and to hear. Must be able to assist in a physical intervention.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: human growth and development; education principles and standards; behavior management; teaching strategies for non-traditional students and those with emotional, behavioral and learning disabilities; student motivation and behavior management; crisis intervention process and techniques; basic psychology and human relations; security and safety precautions; classroom organization and Management; cognitive development and dysfunction in children and adolescents; reading problems and strategies.

Ability to: maintain flexibility in adjusting course curriculum and materials to varying learning levels; adapt to varying learning styles; work in a secured environment; work with troubled juveniles; communicate with students with a wide range of abilities, experiences, education and discipline; empathize with youths’ problems and serve as role model; develop and maintain effective working relationships with associates, youth, family members, visitors; maintain confidentiality of sensitive subject matter; exhibit creative thinking.
Skill in: teaching; dealing with juvenile behavior problems; verbal and written communication; CPR; First Aid and other safety and security protocols; listening; operation of computer and computer software.

QUALIFICATIONS

Master’s degree preferred with minimum three years experience with at risk youth. Or Bachelors degree with five years related teaching experience with at risk youth. State of Ohio Teaching Certificate or Licensure in Secondary education. Special Education experience is preferred.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Teaching Certificate or Licensure; CPR; First Aid.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Juvenile Case Manager (Nicholas)

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DISTINGUISHING JOB CHARACTERISTICS

This position provides individual case management, mentoring, and support to youth placed in a residential treatment facility seeking positive changes in their behaviors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Case Manager provides individual case management to the youth and their families that have been placed in a residential setting.

Case Manager is the primary to conduct youth intakes with youth, parent, and outside agency representatives, if applicable. Case manager will assists youth in adjusting to programming, family and community acceptance, and program orientation.

Case Manager implements the case plan objectives in their daily routines and assists all auxiliary agency staff with discharge planning and after care services.

Case Manager may respond to and address difficult and emergency situations.

Case Manger may conduct home visits to ensure consistent case management delivery in transition and after-care stages of the treatment program.

Case Manager will continuously assess treatment plan progress while participating and providing input in all treatment team meetings. Case Manager will also prepare for and engage in case reviews and semi-annual reviews.

Case Manager will maintain data and supportive documentation for case records. And prepare/perform initial service plans, monthly reports, 90-day reviews, and discharge summaries, while consistently compiling information and documents to write these reports.

Case Manger will arrange, schedule, and provide transportation for youth medical screenings, physicals, dental appointments, vision appointments, and other medical or other related appointments as necessary.
Case Managers participate in agency meetings for treatment planning and training.

Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES
Case Manager may speak before civic groups and other organizations to promote public relations and awareness of facility programming throughout the community.

SCOPE OF SUPERVISION
None

EQUIPMENT OPERATED
Computer, telephone, copier, and other general office equipment; vehicle.

CONTACTS WITH OTHERS
Students, families, court staff, community health care, mental health and other social service agencies, educators, Library staff, Probation Officers.

CONFIDENTIAL DATA
Court records, Probation Officer investigations, personal information regarding youth and families.

WORKING CONDITIONS
Good general working conditions but with exposure to potentially violent youth. This individual may also be exposed to different environmental conditions within the youth homes and/or abnormal weather conditions during home visits.

USUAL PHYSICAL DEMANDS
The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee normally sits for extended periods of time while completing case management responsibilities with the youth, while they may also be performing their daily administrative duties. The employee commonly is exposed to common visual demands and must typically be able to communicate effectively with the youth, visitors, family members, general public and others. The employee may occasionally sit in and operate a vehicle for variable periods of time.
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: This individual must be experienced in overall case management; motivational interviewing, basic psychology and/or human behavior; social work skills, awareness of other agency and/or community services and counseling programs including foster care programs, mental health services, and rehabilitative services for residents; program development and management; societal & familial issues; group dynamics; crisis intervention process and techniques; behavior modification; security and safety precautions.

Ability to: This individual must be able to apply generally accepted treatment process to varying situations; empathize with youths problems and serve as role model; post information accurately and legibly to written record; deal and communicate effectively with youth; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter.

Skill in: This individual must possess skills in active listening; crisis intervention; mediation; verbal and written communication.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: degree in social work or related field and over three years of case management experience.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

CPR, CPI or other approved technique; trauma informed care training.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Program Manager - NRTC

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<th>EMPLOYMENT STATUS</th>
<th>Full-Time</th>
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<td>Nicholas Residential Treatment Center</td>
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<td>Director</td>
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DISTINGUISHING JOB CHARACTERISTICS

Overall monitoring, evaluation, and coordination of programming within facility operations and standards. Responsible for analyzing and assessing internal and external treatment programming and services to ensure consistency and organization in service delivery. Provide leadership to NRTC Probation Officers and treatment and other programming partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Monitors, evaluates, and participates in daily programming provided by treatment and other partners and routines within the facility while ensuring clear communication, consistency, and direction to facility personnel.

Seeks new partnerships to provide relevant programming to youth served. Works closely with the Director in the coordination of programming and services.

Participates in treatment team meetings to monitor performance and adherence to standards of treatment delivery.

Reviews all incident reports, shift reports, chronological notes, and treatment documentation to ensure procedural compliance. Initiate investigation and corrective action when needed.

Provides leadership to facility personnel in the performance of their job duties and responsibilities.

Coordinates staff training related to the work of NRTC Probation Officers and treatment and other programming partners.

Assists Director in the departmental hiring process including the orientation and training of new staff.
Works closely with the Business and Operations Managers in maintaining standards according to established regulations and certification such as fire drills, fire inspections, storm drills, and other facility requirements.

Responsible for completion of all reports and documentation required by ODJFS and MCJC within the scope of position.

Responsible for ensuring that treatment and other provider program performance and functioning, including documentation, are consistent with ODJFS and MCJC standards.

Participates in annual reviews of existing policy and procedures as part of ODJFS and MCJC requirements.

Respond to telephone calls from parents and public agencies in regards to treatment related matters.

Communicates and provides regular summary reports to the Director regarding any personnel, programming, and policy or procedural actions along with minutes or summaries of meetings attended.

Provide tours and written information regarding facility policies, procedures, and special programs to professionals, agency and Court staff, and the general public.

Maintain calendar of all facility programming.

Maintain the NRTC internship program.

Maintain administrative records, data, and filing system including, but not limited to, youth files and administrative files.

**OTHER DUTIES AND RESPONSIBILITIES**

Other duties as assigned by NRTC Director.

**SCOPE OF SUPERVISION**

Probation Officers. Provides oversight of treatment and other program providers.

**EQUIPMENT OPERATED**

Fire and security equipment; computer; printer; telephone; fax machine; copier; walkie-talkie; calculator; audio-visual equipment; hand cuffs; keys; emergency medical equipment; fire extinguishers; automobile; other general office equipment.
CONTACTS WITH OTHERS

Facility youth; detained youth; parents and guardians; law enforcement; Judges; Magistrates; Parole/Probation Officers; Counselors; Doctors; Crisis Care; Clerks; Volunteers; Ministers; Interns; ADAMHS Board; MCCS; Attorneys; Public works and contractors

CONFIDENTIAL DATA

Youth files; medical records; behavioral logs and documentation; non-public record information contained in personnel files.

WORKING CONDITIONS

Open setting juvenile treatment facility with some exposure to unruly behavior. Possible exposure to blood, urine, and other bodily fluids.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.

While performing duties of this job, the employee normally must be able to walk through the facility, perform light physical labor, and may occasionally have to physically restrain and control persons of varying weights and strengths, for short and prolonged periods. The employee typically traverses up and down stairs, stands for one or two hours at a time, bending, walking and running. The employee may occasionally drag weights up to 175 pounds, and lift heavy objects up to 25 pounds. The employee commonly uses usual vision demands and must normally be able to converse verbally with the youth, visitors, family members, general public, and others, and to hear. The employee may occasionally sit in and operate a vehicle for variable periods of time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile Court process, policy and procedure; Supervisory principles; Counseling; Safety practices; ODJFS standards governing residential treatment centers; and management principles.

Ability to: Apply management principles to practical work situations; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; exhibit good organizational skills.
Skill in: Oral and written communication; operation of computer; application of department software programs; program planning and administration; and making management decisions. Certified in First Aid, CPR, and CPI.

QUALIFICATIONS

Masters Degree in criminal justice, counseling, social work or other related field, including experience or training in the management of others, is preferred. A Bachelor's Degree in criminal justice, counseling, social work or other related field, plus 10 years experience within a juvenile court system, including experience or training in the management of others, will also be considered.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the Director or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Operations Manager

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<td>DEPARTMENT</td>
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<td>REPORTS TO</td>
<td>Superintendent/Director</td>
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<td>PAY GRADE</td>
<td>A25</td>
<td>WORK SCHEDULE</td>
<td>40 hours per week</td>
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DISTINGUISHING JOB CHARACTERISTICS

Provides management assistance and support to Director through the development and monitoring of treatment and management plans. Assumes Director's duties and responsibilities in absence of Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Develop and implement a comprehensive rehabilitation and treatment program for adjudicated delinquents in a residential setting. Direct individual and group counseling sessions.

Ensure proper implementation of policies and procedures for all three shifts. Provide policy handbook and training for probationary staff.

Supervise residential Child Care Workers. Exercise administrative responsibility for initiating personnel activities. Coordinate performance evaluations for Child Care Workers.

Prepare bi-monthly time sheets for hourly and salaried personnel. Provide tentative approval of mileage and expense reports. Approve overtime for Child Care Workers. Develop and maintain adequate 24-hour staff coverage.

Investigate employee and/or resident grievances, injuries, escapes, lost articles, and destruction of property. Recommend and/or take appropriate action.

Monitor requisition of supplies and equipment used in resident living area. Attend meetings and conferences to provide input into residential services. Maintain records and written reports on resident behavior, spending accounts, etc.

Research and evaluate current treatment and rehabilitative procedures and theories. Prepare on-going statistics, such as weekly, monthly, quarterly and annual descriptions of residents, programs and treatment, as needed.
Participate in developing departmental policy, procedures, goals, budget, etc. Coordinate team meetings. Plan on-call and treatment reviews.

Exercise administrative responsibility for treatment records, court reports, correspondence with parents, other administrators, supervisors, and other agencies.

Develop and coordinate recreational activity/therapy for residents.

Design and provide adequate training for Child Care Workers.

Assume overall responsibility for entire institution in absence of Director. May assume responsibility for one shift on an on-going basis.

Participate in public and community meetings.

OTHER DUTIES AND RESPONSIBILITIES

Perform other related duties as assigned.

SCOPE OF SUPERVISION

Direct: Child Care Worker Supervisors

Indirect: Child Care Workers, other staff of NRTC

EQUIPMENT OPERATED

Computer; two-way radio; telephone, calculator, copier, fax machine and other general office equipment; keys; elevator; audio/visual equipment; typewriter; county van and car.

CONTACTS WITH OTHERS

Management and administrative staff of Juvenile Court and County; community leaders; political leaders; social service agencies and leaders.

CONFIDENTIAL DATA

Resident and family files; non-public record information contained in personnel files; employee EAP files.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.
While performing duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when using a computer screen.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** residential facility rules, regulations and policy; laws related to juvenile residential operations; management principles; budget management; psychology and human relations; societal & familial issues; social work; counseling; basic human resource management.

**Ability to:** apply management principles to practical work situations; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; handle sensitive situations; implement treatment plans.

**Skill in:** communicate verbally and in writing; operation of computer; application of department software programs; organizational planning and administration; making management decisions; monitoring and controlling the functioning of the physical facility; compiling statistics and generating reports.

**QUALIFICATIONS**

Bachelor's Degree in Criminal Justice, Social Work, Social/Behavioral Science or related field, with 4 years management experience in a juvenile justice system.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

None

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Principal (CAS and NRTC)

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DISTINGUISHING JOB CHARACTERISTICS

Serves in an educational leadership capacity to develop and manage the CAS and NRTC year round educational program. This includes managing the overall charter school operations, the day-to-day operations of CAS and NRTC, and supervising the teaching staff to ensure a quality educational program.

The principal is responsible to ensure that the school operates in accordance with the State of Ohio Board of Education standards as well as the educational standards of the American Correctional Association and the Ohio Department of Youth Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Responsible for supervising, managing, coaching, training and evaluating the performance of teachers and other assigned school staff from an administrative level.

Responsible for implementing, supervising and monitoring the educational instruction program provided by the teaching staff.

Responsible to coordinate communication between the school program and with the CAS and NRTC treatment program staff including the treatment coordinator, family specialist supervisor, family specialists and unit supervisors.

Fulfills the role, duties and responsibilities of a school counselor for student assessments, student schedules, records and transcripts, grades and program reports.

Provides incidental backup teacher classroom services, as needed, and when the regular classroom teacher is not available.

Conducts regular staff meetings and individual teacher meetings to ensure effective communication. Establishes annual goals and performance objectives for the educational program.
Oversees the special education services provided to special education designated students including their Individual Education Plan (IEP).

Develops and monitors the school's safety and security plan in concert with the overall CAS and NRTC facility safety and security program.

Participates in recruitment of educational staff and school volunteers.

Develops appropriate linkages and communication with other school districts for the purpose of orderly transition and support for students returning to their community schools.

Coordinates the required state proficiency-testing program according to state regulations.

Responsible to prepare various reports including the schools quarterly and annual statistical program service report, various routine correspondence reports, letters, memorandums and other documents.

Responsible to maintain accurate and confidential school records.

Administers pre/post educational testing

Maintains budget records and prepares billing statements for school districts.

Prepares quarterly and annual tuition reports.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

Teachers; School Secretary, Media Specialist, school volunteers

EQUIPMENT OPERATED

Computer; telephone, copier, calculator and other general office equipment; VCR; tape recorder; TV.

CONTACTS WITH OTHERS

CAS and NRTC treatment staff, various school officials including treasurers, guidance counselors; principals; pupil personnel directors; school psychologists; school nurses, and school office staff.

CONFIDENTIAL DATA

Student academic and treatment records; court records; psychological reports.
WORKING CONDITIONS

General office working conditions and classrooms within a secure Correctional Institutional environment and non-secure residential treatment program.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.

While performing duties of this job, the employee normally sits for extended periods of time while counseling and performing administrative work, and walks to and from classes. The employee commonly must adjust visual focus to reading materials and computer screen. The employee must normally be able to converse verbally with teachers, youth, visitors, family members, general public and others, and to hear.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: management principals; employee training and development; public relations; human relations; educational structure, process and principles; counseling; humanities; natural science; social sciences; budgeting; inventory control; agency policies; educational law; behavior management; teaching strategies for non-traditional students and those with emotional, behavioral and learning disabilities; student motivation and behavior management; crisis intervention process and techniques; security and safety precautions; classroom organization and management; cognitive development and dysfunction in children and adolescent; reading problems and strategies.

Ability to: apply management principles to practical work situations; handle sensitive inquiries from contacts with officials and general public; maintain flexibility in adjusting course curriculum and material to varying learning levels; work in a secured environment; work with troubled juveniles; communicate with students with a wide range of abilities, experiences, education and discipline; emphasize with youths’ problems and serve as role model; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter; exhibit creative thinking; administer educational testing (i.e., WRAT).

Skill in: administration; organization; dealing with juvenile behavior problems; verbal and written communication; listening; counseling; operation of computer; and application of job software programs.
QUALIFICATIONS

Masters degree in education or a related curriculum.

Minimum of 8 years educational experience with at least two of those years serving in a principal capacity.

State of Ohio Principals certificate required. Preferred candidate will have demonstrated work experience with at risk youth in primarily a delinquent student population.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

State of Ohio Principal's Certificate.

Staff Signature _____________________________ Date ________

I have read the above job description and fully understand my responsibilities.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Court

CLASSIFICATION TITLE: NRTC Superintendent/Director

<table>
<thead>
<tr>
<th>FLSA STATUS</th>
<th>Exempt</th>
<th>EMPLOYMENT STATUS</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>Nicholas Residential Treatment</td>
<td>REPORTS TO</td>
<td>Court Administrator</td>
</tr>
<tr>
<td>PAY GRADE</td>
<td>B19</td>
<td>WORK SCHEDULE</td>
<td>40 hours per week</td>
</tr>
</tbody>
</table>

DISTINGUISHING JOB CHARACTERISTICS
Maintains responsibility for managing and directing Nicholas Residential Treatment Center operations and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES
To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Plans and administers programs for delinquent youth, and evaluates and recommends program improvements to the Juvenile Judges.

Develops and reviews records concerning programs and progress of individuals served by the agency.

Formulates and implements agency budget and maintains an accounting system.

Reviews and evaluates progress reports documenting services provided by the agency, and monitors program activities to ensure quality and effectiveness of services provided.

Approves all personnel actions, and establishes and maintains a personnel record system. Supervises and evaluates performance of Center personnel, assigns and directs activities of Center staff regarding implementation and improvement of training and education programs. Develops and conducts in-service training programs for supervisors and operational personnel.

Delegates duties and establishes procedures for subordinate reporting.

Develops plan for facilities and capital improvements, educational facilities or improvements.

Supervises and directs operation plant management and maintenance as equipment and buildings.
OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

Direct: Principal; Youth Leader Supervisor; Juvenile Counselor IV; Intake Specialist; Food Service & Facility Manager; Administrative Secretary I; Office Manager.

Indirect: Teacher; Media Specialist; Youth Leaders; Juvenile Counselor III; Cooks.

EQUIPMENT OPERATED

Computer; printer; copier, adding machine, and other general office equipment; vehicle.

CONTACTS WITH OTHERS

Management and administrative staff of Juvenile Court and County; community leaders; political leaders; social service agencies and leaders.

CONFIDENTIAL DATA

Resident and family files; non-public record information contained in personnel files; employee EAP files.

WORKING CONDITIONS

Good working conditions

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee normally sits for extended periods of time while performing administrative work. The employee occasionally walks through residential facility. The employee occasionally uses computer requiring close focus and also commonly exercises usual vision demands. The employee must normally be able to converse verbally with the youth, visitors, family members, general public and others, and to hear. The employee may occasionally sit in and operate a vehicle for variable periods of time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: residential facility rules, regulations and policy; laws related to juvenile residential operations; management principles; budget management; psychology and human relations; societal & familial issues; social work; counseling; basic human resource management.
Ability to: apply management and regulatory requirements to practical situations; deal and communicate effectively with youth; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter; exercise sound judgement in making fair but firm decisions.

Skill in: listening; crisis intervention; verbal and written communication; observation; mediating differences between youth; maintaining records and preparing comprehensive reports.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Masters Degree in social work or related field with over seven years work experience in juvenile treatment setting, including management, budgeting, policy development and organizational planning experience.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
**Position Description**

**OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**HUMAN RESOURCES DIVISION**

**AGENCY**  
Montgomery County Juvenile Court

**DIVISION OR INSTITUTION**  
Judge F.W. Nicholas R.T.C.

**UNIT OR OFFICE**  

---

**COUNTY OF EMPLOYMENT**  
Montgomery

**USUAL WORKING TITLE OF POSITION**  
Teacher – Math, Science, or Language Arts

**POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR**  
Principal 20000.00

**NORMAL WORKING HOURS**  
(Explain unusual or rotating shift)

**FROM:** 8:00 a.m.  
**TO:** 4:00 P.M. Monday – Friday

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

<table>
<thead>
<tr>
<th>%</th>
<th>Job Duties in Order of Importance</th>
<th>Minimum Acceptable Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td>Provide assessment/evaluation of the academic and behavioral progress of each student via testing, grading, weekly progress notes and implementing behavioral treatment techniques (Token Economy, contingency contracting). Develops individualized educational plan (IEP) for each student with weekly and quarterly objectives. Supervises and instructs residents/students in assigned academic area, provides individual assistance to residents/students; administers examination and proficiency indicators; disciplines and/or refers more difficult residents/students to proper staff; counsels residents/students regarding behavioral, and academic problems. Maintains safe and secure environment for students.</td>
<td>Knowledge of: 1) Basic Education Standards 2) Agency policies &amp; procedures 3) Human Relations 4) Carry out simple instructions 5) recognize unusual or threatening conditions &amp; take appropriate action. 6) Apply principles to solve practical everyday problems 7) Deal with non-verbal symbols in formulas, equations 8) Calculate fractions, decimals &amp; percentages 9) Maintain accurate records Requirements: Bachelor degree in related field with Ohio teaching certificate or licensure and 3-5 years teaching experience. Ability to pass a criminal background check.</td>
</tr>
<tr>
<td>5%</td>
<td>Participates in the planning/development and coordination of education and treatment activities with other Center staff and professionals.</td>
<td>Ability to: 10) Interpret variety of technical materials in books &amp; other resources. Prepare &amp; deliver lectures &amp; presentation to residents/students. 11) Develop good rapport with residents/students. 12) Prepare individual performance objectives, curriculum &amp; lesson plans, review work completed by residents/students.</td>
</tr>
<tr>
<td>10%</td>
<td>Prepares/Maintains accurate and confidential records, lesson plans, logs and prepares routine reports. Maintains assigned materials and supplies.</td>
<td></td>
</tr>
<tr>
<td>5%</td>
<td>Maintains safe and secure environment for students. Attends staff meetings, workshops, training, administrative activities and meetings. Supervises extra curricular activities.</td>
<td>Knowledge of: 1, 2, 3 Ability to 4, 5, 6 Ability to 13) Comprehend &amp; record figures accurately 14) Read &amp; comprehend sentences with common vocabulary, 15) Copy material &amp; recognize grammatical spelling errors. 16) Complete routine forms 17) Work alone on tasks 18) Cooperate with co-workers on group projects. Ability to use 19) Computer 20) Copier, 21) VCR</td>
</tr>
<tr>
<td>10%</td>
<td>Uses computer, copier, and visual arts equipment. Performs other related duties as required.</td>
<td></td>
</tr>
</tbody>
</table>

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List Position Numbers and Class Titles of positions directly supervised

Signature of Agency Representative  
Date

ADM 4107 R 01-99  
An Equal Opportunity Employer
WORK AREA CONDITIONS

Non-public information contained in your file

CONFIDENTIAL DATA

All individual's Residential Treatment Center file, parents and visitors to the center

CONTACTS WITH OTHERS

Computer: Network, copier, and other general office equipment

EQUIPMENT OPERATED

None

SCOPE OF SUPERVISION

OTHER DUTIES AND RESPONSIBILITIES

Department of Youth Service's requirements

accomplished, and all work in accordance with ACA and

processes permanent records of your file. Maintains records to ensure that all

copies and distributes records, reports, and other documents.

Requirements

persons covered by the Americans with Disabilities Act in accordance with

To perform this job successfully, and individual must be able to satisfactorily perform

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Coordinator

Provides administrative and clerical support for Nichols Residential Treatment Center intake

DISTINGUISHING JOB CHARACTERISTICS

Office Worker (Volunteer/Student Intern)

Montgomery County Common Pleas Court

POSITION DESCRIPTION

Page 1 of 2
USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee, and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.

While performing duties of this job, may frequently sit for an extended period of time, and stand and walk. Converse verbally with others in person and by telephone. Occasionally requires eye-hand coordination and close, relatively detailed vision when typing and filing, and when using a computer screen.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES

Knowledge of: general office practices.

Ability to: follow directions; exhibits a pleasant telephone manner; answer routine inquiries; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information.

Skill in: production typing; read, copy, and record data; arrange items in alphabetical, numerical and subject order, operating general office equipment.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: high school degree, GED or equivalent with training or experience in short and performing general office work.

LICENSE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the volunteer/student intern fulfilling this position, who will be required to follow instructions and perform any duties required by the volunteer/student intern’s supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Youth Specialist III [Residential]

<table>
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<tr>
<th>FLSA STATUS</th>
<th>Non-Exempt</th>
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</thead>
<tbody>
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<td>EXEMPTION TYPE</td>
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<td>Child Care Worker Supervisor</td>
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<tr>
<td>CIVIL SERVICE STATUS</td>
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<td>WORK SCHEDULE</td>
<td>40 hours per week</td>
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<tr>
<td>PAY GRADE</td>
<td></td>
<td>DEPARTMENT</td>
<td>Nicholas Residential Treatment</td>
</tr>
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</table>

DISTINGUISHING JOB CHARACTERISTICS

Works in an open-setting residential treatment facility for troubled youths. Provides counseling and treatment to youth, and monitors, coaches and directs juvenile’s behavior and activities. The facility is a 24-hour, 7 day per week operation therefore employee will be assigned to a work shift, with essential job duties and responsibilities specific to the shift’s needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Provides individual and group counseling to youth detained in a residential treatment facility. Provides safe and secure environment, and serves as role model.

Conducts group sessions to help establish peer communication and understanding, and to explore alternatives to delinquent behavior. Encourages youth to assume responsibility for actions, and develop self-esteem. Assists youth in dealing with peer and societal pressures, and familial issues. Guides youth in developing school, home and social skills, and assists in formulating life objectives.

Oversees and participates with youth engaged in daily personal and housekeeping routines, and supervises recreational activities including sports, field trips, tournaments, and camping and other events.

Provides orientation and instruction to youths in socially acceptable behavior. Utilizes counseling techniques including behavior management and reality therapy to provide guidance and direction to youth, and meet their emotional needs. Exposes youth to adaptive and social skills training, and teaches and mentors responsibility and self-control. Ensures youth attends school.

Implements crisis intervention treatment.

Maintains records, charts, and logs, and prepares written intervention reports and treatment summaries.
Participates in planning, developing, and coordinating treatment plans and activities with other Child Care Workers and Supervisors.

Maintains and enforces security procedures, and ensures safety and security of both youth and staff. Resolves differences and disagreements among youths, and intervenes in youth altercations. Helps restrain youths and deals with behavior problems as necessary in accordance with prescribed guidelines. Conducts searches of youth and rooms.

Observes youth behavior and maintains awareness of juvenile's emotional and physical needs. Watches for signs of depression, suicide, disturbances, and other problems and issues.

Maintains communication with “off-going shift” Child Care Workers to discuss youth problems, incidents and other issues to ensure understanding of youth issues and needs, and maintain security.

Operates vehicle to transport youth to and from hospital, medical appointments, activities, programs and other locations. Escorts youth to school classes.

Admits youth to residential facility. Explains facility rules and regulations, and provides juveniles with a handbook to guide behavior and document understanding. Searches youth for contraband and provides youth with personal necessities.

Provides CPR and first aid as necessary, and contacts medical personnel to provide professional medical care in serious emergency situations. Accompanies youth to hospital to maintain security and youth well-being.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Vehicle, computer, copier, telephone and other standard office equipment; microwave, stove and other kitchen appliances; dishwasher; clothes washer and dryer; sweeper, buffer, and other general household equipment; TV; VCR.

CONTACTS WITH OTHERS

Juveniles; crises care workers; youths’ families; legal guardians; clergy; interns; law enforcement officers; Public Defenders; Prosecutors; Probation & Parole Officers; Judges; Magistrates; Social Workers; counselors & therapists; Doctors; Teachers; Intervention staff; Children Service Workers; volunteers.
CONFIDENTIAL DATA

Juvenile records; juvenile medical records; Court records; educational records; Youth Behavior Logs.

WORKING CONDITIONS

Good general working conditions but with occasional exposure to outside weather conditions when transporting youth or supervising outside activities. Possible exposure to assaults from youth. Possible exposure to blood, urine and other bodily fluids.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee normally must be able to walk through the facility, perform light physical labor, and may occasionally have to physically restrain and control persons of varying weights and strengths, for short and prolonged periods. The employee typically traverses up and down stairs, stands for one or two hours at a time, bending, walking and running. The employee may occasionally drag weights up to 175 pounds, and lift heavy objects up to 25 pounds. The employee commonly uses usual vision demands and must normally be able to converse verbally with the youth, visitors, family members, general public and others, and to hear. The employee may occasionally sit in and operate a vehicle for variable periods of time.

REQUARED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: residential facility rules, regulations and policy; laws related to residential operations; basic psychology and human relations; societal & familial issues; group dynamics; crisis intervention process and techniques; counseling techniques; security and safety precautions.

Ability to: apply regulatory requirements to practical situations; empathize with youths' problems and serve as role model; post information accurately and legibly to written record; deal and communicate effectively with youth; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter; exercise sound judgment in making fair but firm decisions.

Skill in: first aid; CPR; listening; crisis intervention; mediation; verbal and written communication; observation; mediating differences between youth; adding, subtracting, multiplying and dividing whole numbers; reading; physical restraint.
Bachelor's degree in any field, with one year work experience counseling youth, or bachelors degree in counseling, social work, or related field. Ability to pass criminal background check.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

CPR; First Aid Certification; State Motor Vehicle Operator's License.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Youth Specialist Supervisor

<table>
<thead>
<tr>
<th>FLSA STATUS</th>
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<th>EMPLOYMENT STATUS</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>NRTC</td>
<td>REPORTS TO</td>
<td>Operations Manager</td>
</tr>
<tr>
<td>PAY GRADE</td>
<td>A21</td>
<td>WORK SCHEDULE</td>
<td>40 hours per week</td>
</tr>
</tbody>
</table>

DISTINGUISHING JOB CHARACTERISTICS
 Assumes direct responsibility on, and implementation of the treatment program in the cottages on the first, second and/or third shifts.

ESSENTIAL DUTIES AND RESPONSIBILITIES
To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Develop and monitor treatment and management plans. Direct individual and group counseling sessions. Participate in the planning, development and coordination of the treatment program; maintain a therapeutic milieu.

Supervise residential Child Care Workers. Provide training and coordinate performance evaluations for Child Care Workers.

Investigate employee and/or resident grievances, injuries, escapes, lost articles, and destruction of property. Recommend and/or take appropriate action.

Participate in on-call, treatment review and team meetings.

Prepare on-going statistics such as weekly, monthly, quarterly and annual descriptions of residents, programs and treatment, as needed.

Participate in overall monitoring, coordination and management of physical facilities. Monitor and review safety and security measures.

Participate in developing departmental policy, procedures, goals, budget, etc.

Develop and coordinate recreational activity/therapy for residents.

Dispense medication as prescribed and maintain appropriate documentation.

Prepare and maintain routine reports, treatment records, behavior logs, court reports, and correspondence with parents, other administrators, supervisors, and other agencies.
OTHER DUTIES AND RESPONSIBILITIES

Perform other related duties as assigned.

SCOPE OF SUPERVISION

Direct: Child Care Workers

EQUIPMENT OPERATED

Computer; two-way radios; telephone, calculator, copier, fax machine and other general office equipment; keys; audio/visual equipment; typewriter; county van and car.

CONTACTS WITH OTHERS

Management and administrative staff of Juvenile Court and County; community leaders; political leaders; social service agencies and leaders.

CONFIDENTIAL DATA

Resident and family files; non-public record information contained in personnel files; employee EAP files.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when using a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: residential facility rules, regulations and policy; laws related to juvenile residential operations; management principles; budget management; psychology and human relations; societal & familial issues; social work; counseling; basic human resource management.
Ability to: apply management principles to practical work situations; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; handle sensitive situations; implement treatment plans.

Skill in: communicate verbally and in writing; operation of computer; application of department software programs; organizational planning and administration; making management decisions; monitoring and controlling the functioning of the physical facility; compiling statistics and generating reports.

QUALIFICATIONS

Bachelor's Degree in Criminal Justice, Social Work, Social/Behavioral Science or related field, with 4 years management experience in a juvenile justice system.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.