



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Family Treatment Court Case Manager II

**Department:** Probation

**Posting Issued:** May 10, 2023

**Posting Closing:** Until Filled

**Position Location:** 3501 Merrimac Ave Dayton, OH 45405

**Job Type:** Full-time

**Salary:** \$21.73/hr

**Shift:** 1st

### **BENEFITS**

**Insurance:** Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

**Paid Time Off:** Paid Vacation, Sick Leave and Personal Leave;

**Retirement:** Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

**Other:** Tuition Reimbursement

### **DISTINGUISHING JOB CHARACTERISTICS**

The Family Treatment Court Case Manager is responsible for the case management of each participant in the Family Treatment Court Program including psychosocial assessments, provision and/or coordination of direct services, participation in team planning, utilization review, crisis intervention and liaison services with referral sources. Facilitates and monitors any necessary referrals for program participants to treatment/supportive services in the community. Conducts supervisory visits in participants' homes and monitors progress by phone. Drafts court documents for Magistrate review and electronically files courtroom documents.

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

### **QUALIFICATIONS**

Bachelors' Degree in a relevant field 3+ Years' experience working for a court and knowledge of court procedures and policies. Knowledge of statutory requirements preferred, Strong computer skills, Proficient in Microsoft Office Suite, and Juvenile Court system (JCS)

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.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: [hr@mcjcoho.org](mailto:hr@mcjcoho.org)

**AN EQUAL OPPORTUNITY EMPLOYER**