



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Work Therapy Specialist

Department: Probation

Posting Issued: November 3, 2023

Posting Closing: Until Filled

Position Location: 3501 Merrimac Ave Dayton, Ohio 45405

Job Type: Full-time

Salary: \$16.50/hr.

Shift: 1st and 2nd

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

Supervises juvenile probationers in work therapy groups to promote development of a work ethic and other values to elevate self-esteem and self worth.

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

QUALIFICATIONS

Associates degree in a related field or 2 years of college working towards a degree, a minimum of (1) year experience working with youth in troubled situations, including behavioral and/or chemical dependency issues.

The ability to pass a criminal background check. Valid Ohio Driver’s License and Insurance.

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

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Work Therapy Specialist
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FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	Probation Services	REPORTS TO	Juvenile Probation Supervisor
PAY GRADE	A6	WORK SCHEDULE	Varied

DISTINGUISHING JOB CHARACTERISTICS

Supervises juvenile probationers in work therapy groups to promote development of a work ethic and other values to elevate self-esteem and self worth.

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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.

Work Therapy Groups provide disengaged youth an opportunity to develop social skills, work experience, self-sufficiency, problem solving skills, and connectedness to the community. These groups are interactive and take a “hands on” approach. The groups consist of five youths at an established worksite in the community to complete a variety of tasks which include: preparing and serving meals to people who are in homeless shelters; walking and cleaning dogs at the local animal shelter; delivering medical equipment to people with physical disabilities; provide lawn care services to seniors; cleaning parks, schools, and designated areas in the community; and participating in community service projects. The staff member who manages and oversees these work therapy groups is referred to as the **Work Therapy Specialist**. The position requires picking up participants from home and transporting clients back home after group.

Enhances relationship process by involving juvenile offenders in recreational, cultural and educational activities aligned at elevating self-esteem.

Keeps probation staff apprised of work group performances and noticeable emotional or physical conditions in the youth’s lives. Assists in any case work responsibilities under direction of probation staff.

Writes daily reports of activities conducted, youths involved, youth behavior, progress and other pertinent and required information.

Attends activities outside of normal work schedule with youth such as biathlons, runs, holiday parties, talent shows, and other programming activities.

Provides personal counseling of youth on work therapy groups.

Work Therapy Specialist duties include: carrying and lifting over 50 lbs., driving county vans and truck, writing daily reports for each group & activity, inputting reports into JCS, collect urinalysis samples, conduct home and school visits, driving daily, facilitating Forward Thinking and other educational programs, assisting with special events and activities, reporting abuse, making referrals, dealing with crisis situations, restraining, complete CPR and First AID, attend require trainings, engage in physical activities such playing sports, coach sporting teams, organize activities and events, attend weekly staff meeting, public speaking, and interacting with clients and their families.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

Supervise up to 5 youth at time on Work therapy Groups.

EQUIPMENT OPERATED

Lawnmowers; weed eaters; rakes; shovels; electric saws; dolly; fax machine, copier, telephone, and other general office equipment; computer.

CONTACTS WITH OTHERS

Elderly persons; persons who are mentally challenged; homeless persons; battered women; local social service agencies; local churches; humane society.

CONFIDENTIAL DATA

Youth's case jackets; information on youth's cases.

WORKING CONDITIONS

Good working conditions when working in the office. When working in the field, employee is exposed to conditions within client's homes and high crime areas. 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 stands, walks, and performs physical activity for periods of time when demonstrating work methods, and performing other job responsibilities. The employee may also sit for extended periods. Employee converses verbally with others in person and by telephone. Vision demands includes normal vision requirements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: juvenile legal system; youth issues; basic human behavior and psychology.

Ability to: maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; establish rapport with juveniles of various social and economic backgrounds; work with resistant clients; maintain confidentiality of confidential and sensitive information; empathize and relate to clients.

Skill in: counseling and coaching; listening; building relationships with kids.

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LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License.

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.

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

Employee Signature: _____

Date: _____