



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Care Coordination Specialist

Department: Intervention

Posting Issued: January 8, 2024

Posting Closing: Until Filled

Position Location: 380 W. 2nd St Dayton, OH 45422

Job Type: Full-time

Salary: \$24.11/hr

Shift: 8:30am-4:30pm with one late day a week

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 Care Coordinator Specialist [CCS] duties include oversight and coordination of Care Coordination Team [CCT] interventions, organization of its recommendations and provision of immediate and intense case management of matters involving children 10 years of age and younger who are referred to the Court for alleged unruly or delinquent behavior in order to resolve said cases unofficially whenever appropriate and to see that any and all necessary services are available to and provided for such children and their families from initial referral to closure. *Employee filling the position will primarily work an 8:30am-4:30pm, Monday thru Friday shift, but may be assigned to work one late night per week.

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

QUALIFICATIONS

Bachelor’s Degree in Social Work or related field. Preference will be given to a LSW and LPC, but a combination of mental health related case management experience and education may be considered in lieu of the Licensure. Experience with families, pre-teens, child protection, and juvenile court is also preferred.

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

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Care Coordinator Specialist

DEPARTMENT: Intervention Center
WORK SCHEDULE: 40 hours per week*
FLSA STATUS: Non-Exempt

REPORTS TO: Manager(s)/Director
EMPLOYMENT STATUS: Full-time
PAY GRADE: A20

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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.

Participates, with Intervention Center administration and other relevant and necessary parties in the planning, development and initial implementation of the Care Coordination Team [CCT] policies and procedures.

Participates in scheduled preliminary [CCT] assessments. Facilitates Administrative Hearings and attends Court Hearings.

Contacts families reminding them of preliminary assessments/evaluations, Administrative Hearings, Court Hearings, etc.

Prepares reports and other documents for the Court. Monitors CCT database. Reviews and files agency feedback/progress reports in the youth's case jacket maintained at the Court, as part of case management.

Coordinates follow-up on CCT cases by other team members, service providers, youth and families. Collects information on services and resources offered at other community agencies, including written materials such as brochures and handouts, ensures that adequate supplies of written materials are maintained on site for distribution to clients and staff.

Is knowledgeable regarding all services available in Montgomery County for pre-teens and their families, including but not limited to mental health, AoD, educational, counseling, emergency housing, food banks, clothing, etc.

Makes referrals to and follows-up with appropriate service providers as indicated by the child and their family's level of service needs with input and support by the CCT.

Consults with supervisor(s) and other team members on the need for official action in a given case. May initiate and coordinate the filing of appropriate motions or complaints, when necessary.

Ensures that the child and their family has resources necessary to follow through with the referral, such as bus tokens, child care, etc.; effectively eliminates, if possible, any barriers that may interfere with their ability to access services.

Establishes effective relationships with referral contacts to ensure timely and efficient access to services.

Keeps the supervisor and the Intervention Center administration informed of problems with the referral process or other agencies, such as extensive waiting lists, agency failure to comply with referral procedures, etc. Attends monthly case reviews with designated supervisors.

Demonstrates creative problem solving when encountering unusual needs or situations, barriers to access, etc.

Maintains clinical, tracking and referral records according to Court procedures and standards. Ensure that appropriate referral paperwork is sent to referral agency prior to a first appointment.

Monitors cases as appropriate.

Transports youth to and from Intervention Center, home and other locations as directed by the court.

Displays flexibility in scheduling and workload to meet needs of the Intervention Center and the CCT. Demonstrates ownership of a problem by attempting resolution with individuals involved, is open to feedback, and handles conflict in a professional manner. Promotes a positive work environment through encouragement, consideration, enthusiasm, respect, humor and tact. Displays a calm and organized approach in difficult or stressful situations. Makes good use of time, seeks out and assists with other activities that will support the Court, the Intervention Center and the CCT when not busy with usual job duties.

Demonstrates support of decisions made by the Court, the Intervention Center and the CCT. Presents a positive image of Court, the Intervention Center and the CCT. Requests and/or accepts direction regarding job performance in a constructive, positive and responsible manner.

Continues to develop professional skills beyond current level via attendance of outside workshops or courses relevant to job.

OTHER DUTIES AND RESPONSIBILITIES

Performs related duties as assigned including but not necessarily limited to conducting Administrative Hearings, preparation of Court Investigation Reports and the Youth Assessment System (OYAS) on all CCT cases that are officially filed, and providing IC receiving area coverage. Will also be given the choice to be fully trained in the IC Assessment Specialist position and will be given a general knowledge of the Receiving Specialist and Case Processing Specialist position for the ability to earn overtime.

SCOPE OF SUPERVISION

Facilitates Care Coordination Team interventions.

EQUIPMENT OPERATED

Computer; 2-way radio; intercom system; telephone, copier, fax machine, and other general office equipment; electronic home monitoring equipment; video surveillance equipment; electronically secured-doors access panel; Dictaphone.

CONTACT WITH OTHERS

Alleged and adjudicated delinquent and unruly youth; parents, guardians and custodians; law enforcement officers; probation and parole officers; detention staff; Children's Services Workers; child care and social service agencies; social workers; attorneys; teachers; school attendance officers; counselors; therapists; prosecutors; clerks of court; Magistrates; Judges; co-workers; and the general public.

CONFIDENTIAL DATA

Juvenile social and delinquency/unruly history, personal files and records; medical, psychological and substance abuse reports; information regarding youth's home and personal life; demographic information; Juvenile Court, Prosecuting Attorney's and Juvenile Court Detention databases; Adult Probation PSIS; law enforcement police reports; DYS information; non-public information contained in personnel records; adult records via DPD, MCSO, and Ohio BCI record checks.

WORKING CONDITIONS

Good working conditions but with exposure to youth in a secured setting.

USUAL PHYSICAL DEMANDS

While performing duties of this job the employee will be required to have unassisted mobility through the department for an entire shift. The employee exhibits digital dexterity in hand-eye coordination while performing typing and other tasks. This position requires computer data entry, typing skills, hand-eye coordination and the filing and processing of documents throughout the Court. Vision demands include close relatively detailed vision when typing and using computer screen. One may be called upon and must be able to maintain visual and auditory surveillance of youth and of the facility and to verbally communicate with other Court personnel, youth in the facility and the public in person, by telephone, and by e-mail.

The employee will be required to have physical contact with persons, including the physical restraint of juveniles engaged in violent or turbulent behavior. Must be able to lift, drag, push, or pull at least 25 pounds.

EMPLOYEE TRAINING AND DEVELOPMENT

Intervention Center employees must be physically capable of taking and qualifying in unarmed self-defense training biannually. Employees are also required to obtain and maintain certification in C.P.R. & first aid training.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile Court process, policy and procedure; Intervention Center operations, policy and standards; community based service providers; the Ohio Revised Code as it pertains to juveniles; Montgomery County Juvenile Court databases; case flow process.

Ability to: speak effectively before groups; maintain good public relations as a Court representative; establish and maintain effective work relationships with associates and job contacts; exhibit good organizational skills; maintain confidentiality; accept management direction and criticism professionally and maturely; work as part of a team.

Skill in: oral and written communication; operation of a computer; application of job software programs

QUALIFICATIONS

Bachelor's Degree in Social Work or related field. Preference will be given to a LSW and LPC, but a combination of mental health related case management experience and education may be considered in lieu of the Licensure. Experience with families, pre-teens, child protection, and juvenile court is also preferred.

Ability to pass a criminal background check.

Must be familiar with Microsoft Office Products.

Must have an operable telephone number with voice mail or an answering machine.

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 AND OR CERTIFICATION REQUIREMENTS

Valid Ohio Driver's License and proof of automobile insurance.

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: _____

