



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Probation Officer IV (Intake)

Department: Probation

Posting Issued: February 7, 2024

Posting Closing: Until Filled

Position Location: 3501 Merrimac Ave Dayton, OH 45405

Job Type: Full-time

Salary: \$25.44/hr

Shift: Monday-Friday, 8:30 AM-4:30 PM, with one late night 11 AM-7PM.

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

Administer individualized assessments, Strength-Based/Family-Centered case planning and management. Work closely with parents, guardians, court and school personnel in quickly assessing youth's needs and expediting services by compiling recommendations for probation programming and supervision. Review collateral information such as abuse and neglect history, educational, mental health, substance use, and other pertinent information from other agencies involved with youth and/or family.

The Juvenile Probation Officer IV also performs the duties of Juvenile Probation Officer II, and provides training to Probation Officers, interns and volunteers. Employee may occasionally have to travel out of state, and will respond to emergency situations during off-hours.

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

QUALIFICATIONS

Bachelor's degree in psychology, sociology, criminal justice, social work or related field with 3 years experience in the juvenile justice system. Demonstrated skill and expertise in a specialized area pertinent to Juvenile Justice. Completion of 40 hours training per year in the field of expertise. A Master's Degree may be substituted for up to two years experience at the Director's discretion.

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

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Probation Officer IV: INTAKE

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
WORK SCHEDULE	40 hours per week	DEPARTMENT	Probation Services
PAY GRADE	A23	REPORTS TO	Juvenile Probation Manager

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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.

Obtain and review collateral information such as abuse and neglect history, educational, mental health, substance use, and other pertinent information from other agencies involved with the youth and/or family.

Conduct and document Intake screening(s) to identify the youth's risk and needs, protective factors and/or the need for further evaluations, including but not limited to the OYAS, Behavioral Screening, Diagnostic Assessments, SOGIE assessments/screenings.

Formulate case management strategies based on assessments and/or information gathered to address the specific needs of the youth and family.

Make service referrals to the appropriate provider(s) and follow up actions needing to be taken.

Make supervision and treatment recommendations to the most appropriate programming in the least restrictive manner.

Complete screening instruments and reports used by the Department and/or the Court that include but are not limited to the following: Ohio Youth Assessment Screening (OYAS), Sexual Orientation, Gender Identity, and Gender Expression questionnaire (SOGIE), Youth Development Case Plan, and Court Investigation Reports (CIR).

Compile reports and case plans that detail a full social and court-involvement report (prior history, referrals, outstanding community service/restitution orders, with recommendations for case planning to transfer recipient.

Performs juvenile probation responsibilities, and demonstrates competency in specialty area.

Acts as the MCJC Probation representative during court hearings to support the Departments' programming recommendation for the youth, family and community.

Provides training to interns and volunteers regarding job duties and responsibilities, and trains and provides resources for probation officers regarding possible resources.

Monitors and supervises 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 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 referee in making most appropriate disposition. Completes dispositional investigation reports.

Facilitation of locating support groups for youth and family, providing assistance to care givers 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

OTHER DUTIES AND RESPONSIBILITIES

Makes speaking engagements and represents court on committees.

SCOPE OF SUPERVISION

Supervision of juveniles.

EQUIPMENT OPERATED

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work. Safely administer handcuffs & shackles.

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; Bailiffs; Children's Services; Department of Human Services; Universities, Community Volunteer Networks, Specific Treatment providers relevant to specialization, 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 with possible interruptions. When working in the field, employee is exposed to conditions within juvenile's homes and high crime areas. Possibility of exposure to hepatitis and blood borne 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 includes normal vision requirements but can include occasional viewing of computer screen requiring close focus. 4 of 4

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: juvenile probation services with a moderate degree of specialization in the following disciplines; drugs, alcohol, gender specific, sex offender, mental health, learning disabled or other specialized area; must have a demonstrated level of competency with Juvenile Court system, procedure and processes; 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: demonstrate competency as Probation Officer and in specialized areas; maintain good public 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: job training and coaching; motivational interviewing; immediate assessment; interviewing juveniles, family members and others; listening; crisis mediation; completing statistical and essay reports; data input; operation of computer; application of job software programs; self-defense; analyzing data and preparing behavior modification programs.

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LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License. Specialized field may require licensure or 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.