



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Community Outcomes Probation Manager

Department: Probation

Posting Issued: March 14, 2024

Posting Closing: March 29, 2024

Position Location: 3501 Merrimac Ave Dayton, OH 45405

Job Type: Full-time

Salary: \$35.88/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

Under administrative supervision of the Director, the Probation Manager provides leadership within the probation services department. Plans, organizes, directs, manages, coordinates and evaluates programs for the probation department in accordance with established laws, regulations and policies; develops, implements and evaluates program objectives and operations assuring that programs meet current County needs; reviews funding needs, monitors the annual budget and controls program activities within budgetary limits; selects, directs and evaluates subordinate staff; coordinates policy and program requirements; collects, evaluates and presents statistical data; develops new programs, obtains grant funding and directs implementation; coordinates with state and local welfare and criminal justice agencies; confers, advises and cooperates with community groups, advisory bodies and others concerned with Probation Department programs; confers with staff on special case situations; represents the department at state and local meetings and conferences; prepares and/or reviews and presents a variety of oral and written reports, records and documents.

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

QUALIFICATIONS

Master's Degree in Behavioral Sciences field and 5 years' experience in the Juvenile Justice System. Knowledge and/or experience in staff development, grant writing and management, public speaking, and statistical management are desirable.

A Bachelor's Degree with ten years of experience working with community supervised juveniles and human behavioral dynamics, five years of which must be in a supervisory role, **may be** considered for a substitute for a Master's Degree.

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: Probation Manager
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FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	Administrative	REPORTS TO	Probation Director
CIVIL SERVICE STATUS	Non-Classified	WORK SCHEDULE	40 hours per week (Variable)
PAY GRADE	A27	DEPARTMENT	Probation Services

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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.

Provides leadership within the department in the development of a shared vision that promotes and strengthens both the departmental and Court's vision. Provides ongoing feedback regarding staff development and performance.

Applies effective leadership principles in mentoring and guiding staff towards shared Court and departmental vision(s).

Completes various operational reports and records

Serves on committees and attends meetings as required.

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

Assumes responsibility for all department processes in the absence of other Probation Managers or Director.

Assumes other duties as assigned by the Director of Probation.

SCOPE OF SUPERVISION

All staff assigned to Probation Services.

EQUIPMENT OPERATED

General office and communications equipment.

CONTACTS WITH OTHERS

School personnel; social agency staff; law enforcement officers; parents; probationers; victims; university practicum advisors; maintenance workers.

CONFIDENTIAL DATA

Psychological reports; school reports; social history reports; risks/needs evaluation reports on clients; DIR; OYAS; CSB records; sexual offender reports; diagnostic assessments.

WORKING CONDITIONS

Good working conditions when working in the office. 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 position, the employee frequently sits for extended periods of time, and occasionally stands and walks. Position can involve operating and sitting in a vehicle for periods of time. Employee converses verbally with others in person, online and by telephone. Vision demands includes normal vision requirements but can include occasional viewing of computer screen requiring close focus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- **Knowledge of:**
- Thorough knowledge of the principles of juvenile probation and rehabilitation;
- Thorough knowledge of the juvenile criminal justice systems;
- Working knowledge of the Federal and State laws, regulations and procedures affecting probation, detention and rehabilitation programs;

- Working knowledge of administrative management, budget management and fiscal control of an operating department;
- Working knowledge of the principles and practices of personnel management, supervision and training;
- Some knowledge of basic community needs and public and private community resources.
- Thorough knowledge of Probation Transformation, JDAI and Motivational Interviewing.
- Working knowledge of adolescent and family therapeutic models and related issues.

Ability to:

- Plan, organize, direct and coordinate complex departmental programs;
- Supervise and evaluate the work of subordinates;
- Exercise initiative, ingenuity, and sound judgment in analyzing and solving difficult administrative and personnel problems;
- Under the supervision of the Director, evaluate departmental policy and programs, define problem areas, develop and direct the implementation of policy decisions and practices;
- Understand and interpret to others the aims, concepts, principles and practices of the Court's program, juvenile supervision and delinquency prevention and control;
- Coordinate departmental activities with other departments and agencies;
- Effectively represent the Department to the Juvenile Court, the Montgomery County, and other officials and community leaders;
- Prepare, present and administer departmental budgets and other requested information;
- Establish and maintain effective working relationships with a wide variety of persons contacted in the course of work;
- Interpret, explain and apply laws, rules and regulations;
- Present ideas, facts and recommendations effectively, orally and in writing;
- Proficient with the use of Excel, Power Point, Canva, and other computer software platforms.

Skill in: leadership; time management, organization; immediate assessment; needs assessment; direction of intervention strategies; motivational interviewing, developing Strength-based case plans; family members and others; active and reflective 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.

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: _____