



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Diversion Officer (SODA)

**Department:** Intervention

**Posting Issued:** March 13, 2024

**Posting Closing:** Until Filled

**Position Location:** 380 W. 2<sup>nd</sup> St Dayton, OH 45422

**Job Type:** Full-time

**Salary:** 27.31/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**

Conducts administrative hearings with alleged sexually oriented delinquent juveniles and renders unofficial dispositions on diversion referrals and official charges referred back to the Intervention Center from a Judge/Magistrate; provides and maintains appropriate case management and documentation for this specialized diversion program; schedules and administers assessments, refers juveniles for treatment and services; provides intensive case management that includes home, school, community and treatment visits; collaborates with community agencies; intervenes in crisis situations.

Employee can be cross-trained in various positions within the department. May be offered the opportunity to work mornings, afternoons, evenings and/or weekends due to 24/7 operation. The traditional schedule for this position is weekdays, 8:30am-4:30pm, with 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 psychology, sociology, criminal justice, social work, or related field. Two years of intensive case management experience is preferred. The ability to pass a criminal background check.

**LSW or LPC is preferred.**

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**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

<b>CLASSIFICATION TITLE:</b>	<b>Diversion Officer (SODA)</b>
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<b>FLSA STATUS</b>	Non-exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>WORK SCHEDULE</b>	40 hours variable	<b>DEPARTMENT</b>	Intervention Center
	Evenings required	<b>REPORTS TO</b>	Supervisor/ Manager
<b>Pay Grade</b>	A21		

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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.*

Conducts administrative hearings, interviews detained youth and family members, and renders unofficial dispositional orders. Monitors, supervises & provides case management for sexually oriented juvenile offenders to ensure compliance with court orders, safety plans, services, treatment plans, and any other order that is deemed appropriate. Analyzes data, administers risk assessments, prepares written reports and makes recommendations concerning disposition of cases. Develops and implements safety plans, and case plans. Maintains an ongoing caseload of sexually oriented juveniles. Participates in treatment team planning and meetings with treatment providers.

Keeps Court informed of progress through written reports and confers with youth, family, treatment providers, schools, other community agencies concerning progress, problems and issues in meeting dispositional/treatment goals. Intervenes in crisis situations. Identifies and addresses community safety concerns.

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. Refers cases to mediation, social service agency or other disposition, processes case, and facilitates follow through.

Makes announced and unannounced home visits when deemed necessary and works closely with client families to provide guidance, structure, and safety 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. Closely monitors progress with treatment providers until case closure.

Observes and collects urinalysis samples to determine if youth is using illicit drugs.  
Facilitates skill building groups, coordinates specialized programs. Conducts speaking engagements and represents court on committees as needed.

### OTHER DUTIES AND RESPONSIBILITIES

Option for cross-training to assist in job duties of Case Processing Specialist, Receiving Specialist, Assessment Specialists, and Diversion Officers as needed for shift coverage.

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

### EQUIPMENT OPERATED

Vehicles; computers; 2-way radio, copier, fax machine, telephone, calculator, and other general office equipment; dictating machines; handcuffs & shackles; television; overhead projector. Electronic home monitoring equipment; video surveillance equipment; electronically secured-doors access panel.

### CONTACTS WITH OTHERS

Juveniles; parents, families and guardians; attorneys; school officials, teachers, counselors and staff; community social service and treatment providers; other court departments; law enforcement officers; victims; victim advocates, other courts; Judges and/or Magistrates; Bailiffs; Children's Services; Department of Human Services; 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. When working in the field, employee is exposed to conditions within juvenile's homes and high crime areas. Possibility of exposure to hepatitis and bloodborne 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 include normal vision requirements but can include occasional viewing of computer screen requiring close focus.

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

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Juvenile Court system procedure and process; case management, counseling; social work; corrections; the Ohio Revised Code as it pertains to juveniles, treatment and case disposition; crisis intervention; community resources and programs; youth delinquent behavior issues.

**Ability to:** Monitor juveniles, provide documentation, maintain a high level of supervision, and case management for the caseload. Maintain good community relations as a 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; make fair impartial and effective judgments and determinations. 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:** Determining youth and family needs by interviewing juveniles, family members and others; active listening; mediation; recognizing the importance of other's safety, completing statistical and progress reports; data input; operation of computer; application of job software programs; aggressive restraint; analyzing program data and implementing cognitive behavior intervention.

### QUALIFICATIONS

Bachelor's degree in psychology, sociology, criminal justice, social work or related field. Two years of intensive case management experience preferred. Ability to pass a criminal background check.

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 OR CERTIFICATION REQUIREMENTS

Certification in a juvenile sexual offending program is required within 1 year of hire. Training for the certification will be provided by the Court.

State Motor Vehicle Operator's License. Valid Car insurance.

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

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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.