



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Education Advocate

Department: Intervention Center

Posting Issued: March 13, 2024

Posting Closing: Until Filled

Position Location: Juvenile Justice Center - 380 W. Second Street, Dayton, Ohio 45422

Job Type: Full-time

Salary: \$24.11/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 and participates in multidisciplinary team meetings to address the needs of a family with a primary focus on school attendance, performance and educational programming assistance. The employee provides and maintains documentation, administers sanctions, refers adults/juveniles for treatment and community services. Employee is expected to maintain a high standard of case management and involvement with families; and is responsible for case presentation within a Court setting. This position is grant funded by the Department of Youth Services.

Employee will have the option of being cross-trained in various positions within the department. 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 social work, education, psychology, sociology, criminal justice or related field with a minimum of 2 years related experience. Ability to pass a criminal background check. LSW and or Education background 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

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

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|-----------------------|--------------------|
| CLASSIFICATION TITLE: | Education Advocate |
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| FLSA STATUS | Non-Exempt | EMPLOYMENT STATUS | Full-time |
| EXEMPTION TYPE | N/A | REPORTS TO | Manager (s)/Director |
| CIVIL SERVICE STATUS | Non Classified | WORK SCHEDULE | 40 hours per week- 8:30a-4:30p Evenings possibly required |
| PAY GRADE | A20 | DEPARTMENT | Intervention Center |

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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.

Reviews and processes new truancy/attendance referrals for adults and juveniles. Contacts school personnel and other involved parties to acquire additional information. Statistical database input.

Manages and oversees a specialized caseload for parent and/or juvenile involving habitual truancy.

Coordinates and conducts administrative hearings and multidisciplinary team meetings with other Court staff, school representative, mental health provider, Children Services Division caseworker, and social service providers.

Identify barriers for families and juveniles, address needs, and develop case plans.

Ensures parents and juveniles adhere to unofficial orders, multidisciplinary meeting case plans, community agency services, and official Court orders.

Provides an intense level of supervision and monitoring of parent and juvenile educational attendance to ensure compliance per the State of Ohio Compulsory Education Laws.

Documents and maintains case management information on each case and prepares informal/formal reports for Court handling.

Presents case details, reports, and recommendations to the Judge/Magistrate in a formal Court hearing.

Demonstrates creative problem solving skills when encountering unusual needs or crisis situations.

Engages and motivates parent and juvenile through Motivational Interviewing and CBT interventions.

Conducts school, home, and community visits.

Continues to seek and establish community outreach services to assist families.

OTHER DUTIES AND RESPONSIBILITIES

Cross trained in the duties of Case Processing Specialist, Receiving Specialist and Assessment Specialists and assumes shift coverage as needed.

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 CPR and First Aid training.

SCOPE OF SUPERVISION

None

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

Parent/guardian, youth, Judge/Magistrate, attorneys, Children Services Division employees, law enforcement officers, Montgomery County Schools pupil personnel, nurses, counselors, teachers, Special Education staff, Attendance Officers, Court employees, doctors, therapists, social workers, probation officers, DMHA staff, community resource providers, and the general public .

CONFIDENTIAL DATA

Adult and juvenile Court records and other agency involvement including psychological, mental health and chemical dependency evaluations; case notes; treatment assessments; agency information; CSD case plans; police reports; medical reports; personal information; financial information; birth certificate; social security number; urinalysis results; school records and other agency involvement.

WORKING CONDITIONS

Good office working conditions. When working in the field, employee is exposed to conditions within homes and high crime areas. Possible exposure to diseases from contact with an adult/juvenile and collection of urinalysis samples. Possible exposure to risk of injury from physical restraint and 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 stands and walks. Employee converses verbally with others in person and by telephone. Occasionally requires close, relatively detailed vision when using a computer screen.

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: school law and understanding of special educational needs of juveniles; Court system procedures and process; community social service agencies and programs; counseling; social work; corrections; House Bill 410 and other educational guidelines and responsibilities for adults and juveniles; crisis intervention.

Ability to: relate with persons of varying socio-economic backgrounds; maintain current working knowledge of relevant changes in law, school policy and procedure; work independently; exercise sound judgement in making recommendations to the Judge/Magistrate; establish and maintain effective work relationships with associates and job contacts; work with resistant clients; maintain confidentiality.

Skill in: assessing needs and developing case plans for adults/juvenile; verbal and written communication; mediation skills; implementing cognitive behavior intervention; compiling and presenting information in report form; data input; operation of computer.

QUALIFICATIONS

Bachelor's Degree in social work, education, psychology, sociology, criminal justice or related field with a minimum of 2 years related experience. Ability to pass a criminal background check. LSW and or Education background preferred.

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LICENSURE OR CERTIFICATION REQUIREMENTS

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.