



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: Family Treatment Court Case Manager

Department: Probation

Posting Issued: April 10, 2024

Posting Closing: Until Filled

Position Location: 3501 Merrimac Ave Dayton, OH 45405

Job Type: Full-time

Salary: \$24.11/hr

Shift: 1st with one late day (11am-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

The Family Treatment Court Case Manager is responsible for the case management of each adult participant in the Family Treatment Court Program including psychosocial assessments, provision and/or coordination of direct services, participation in team planning, utilization review, crisis intervention and liaison services with referral sources. Facilitates and monitors any necessary referrals for program participants to treatment/supportive services in the community. Conducts supervisory visits in participants' homes and monitors progress by phone. Drafts court documents for Magistrate review and electronically files courtroom documents.

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

QUALIFICATIONS

Bachelors' Degree in a relevant field 3+ Years' experience working for a court and knowledge of court procedures and policies. Knowledge of statutory requirements preferred, Strong computer skills, Proficient in Microsoft Office Suite, and Juvenile Court system (JCS)

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: Family Treatment Court Case Manager

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	Probation Services	REPORTS TO	FTC Coordinator
PAY GRADE	A28	WORK SCHEDULE	40 hours per week (Variable)

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ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Schedules weekly office visits with program participants as dictated by their phase in the program. Coordinates collateral resources to ensure participants' receipt of and participation in treatment.
2. Coordinates and monitors participants' phases of treatment and compliance with Family Treatment Court program rules.
3. Acts as liaison between the Court, community resources and treatment providers. Attends court hearings as needed.
4. Enters case notes into the database that reflect each contact with participants.
5. Ensures that all required paperwork is completed, signed, filed, and maintained in individual files confidentially.
6. Prepares detailed status reports for each participant and submits to Court.
7. Drafts court orders for Magistrate's approval.
8. Makes quarterly home visits to each participant with children in residence and to participants nearing graduation from the program.
9. Notifies parties on relevant issues pertaining to the participant, e.g., new use, dangerous behaviors, change in living situation, domestic violence, new criminal charges.
10. Maintains phone supervision of clients.
11. Contacts collateral sources for each participant including mental health providers, Children Services, substance treatment facilities, parenting providers, etc.

SECONDARY RESPONSIBILITIES:

- Accompanies program participants to community meetings, providing transportation and support.
- Prepares personal service waivers, by serving the program participants with any and all motions; including warrants, contempts, and enforcements.
- Makes bi-weekly visits to treatment facilities in the community to see participants.
- Maintains positive working relationship with agencies.
- Prepares and electronically files warrants and other court documents.
- Keeping all parties to the case up to date on all necessary information after court proceedings, via email of a word document of status reports.

OTHER DUTIES AND RESPONSIBILITIES

Other related duties as required by supervisor.

EQUIPMENT OPERATED

Computer; copier, fax machine, telephone, adding machine, and other general office equipment; Dictaphone.

CONTACTS WITH OTHERS

Children Service staff; social agency staff; law enforcement officers; probationers; victims; university practicum advisors; maintenance workers.

CONFIDENTIAL DATA

Psychological reports; employment records; social history reports; risks/needs evaluation reports on participants; ORAS; CSD records; sexual offender reports; diagnostic assessments.

WORKING CONDITIONS

Good working conditions when working in the office. When occasionally working in the field, employee is exposed to conditions within families' homes and high crime areas. Possibility of exposure to hepatitis and blood borne disease from contacts with families 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 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 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: Juvenile Court system procedure and process; counseling; social work; Juvenile Probation Best Practice; corrections; Ohio Revised Code as it pertains to probation functions; ACA Standards; Children Services policies & procedures; criminal justice system; universal precautions for control of blood borne pathogens; programming and community resources; family structure and issues; effective team building techniques.

Ability to: maintain good public relations as Court representative; establish and maintain effective work relationships with internal and external clientele; establish rapport with families of various social and economic backgrounds; perform under stress when confronted with emergency, critical, unusual or dangerous situations; work with clients that may be ambivalent to change; maintain confidentiality of confidential and sensitive information; establish caseload priorities.

Skill in: 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.

QUALIFICATIONS

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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.