



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: Director of Intervention

Department: Intervention Center

Posting Closing: Until Filled

Position Location: 380 W. 2nd St Dayton, OH 45422

Job Type: Full-time

Salary: \$92,185.60/Annually

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, Personal Leave, and Parental Leave

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Directs, manages and coordinates Intervention Center operations and staff on a 24-hour per day, 7 day per week basis. Serves on-call to address issues and problems as needed.

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

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Master’s degree in Criminal Justice, Social Work, Social/Behavioral Science or related field, with seven years related experience and training, inclusive of management experience.

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: Intervention Center Director

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	Intervention Center	REPORTS TO	Court Administrator
PAY GRADE	A30	WORK SCHEDULE	40 hours per week (variable)

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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.

Manages Intervention Center operations and staff. Provides leadership and direction, delegates responsibilities to management staff, guides organization, and ensures operations comply with policy, regulatory and quality standards. Supervises and delegates work to staff through management of Intervention Center Managers.

Coordinates operations and processes with Detention Services, Legal, Probation, Clerk of Court, Prosecutor, Data Services and other Court departments. Coordinates efforts and functions, and works closely with external organizations including law enforcement agencies, Montgomery County Children’s Services, Boards of Education, South Community, and other service providers.

Develops and implements policies, procedures and training. Creates and revises forms.

Prepares and delivers presentations to service providers, at conferences and to public and private sector groups and organizations.

Compiles budget data and prepares budget requests. Maintains responsibility for implementation and control of approved Intervention Center budget . Participates in the grant request process.

Serves with groups, committees and on boards concerned with topics such as juvenile justice, education and treatment of youthful offenders.

Participates in long-range planning process for the Court and the department. Develops implementation strategies and ensures work efforts and results are consistent with strategic plan. Works with outside consultants to the Court.

Screens applications, resumes and applicant references, conducts employment interviews and recommends applicants for hiring. Disciplines employees according to established Court policy.

OTHER DUTIES AND RESPONSIBILITIES

Completes other duties and responsibilities as required.

SCOPE OF SUPERVISION

Direct: Intervention Center Managers and Administrative Assistant.

Indirect: Intake, Assessment and Program Unit Staff.

EQUIPMENT OPERATED

Computer; fax machine, telephone, typewriter, copier and other general office equipment; two-way radio; tape recorder; cellular telephone; pager; surveillance camera system; electric door-lock system; personal automobile.

CONTACTS WITH OTHERS

Judges; Court Administrator; Directors; Clerk of Court's office; Prosecutor's office; Public Defender's office; Court's Magistrates and their Case Coordinators; Court Officers; Probation Officers; law enforcement agencies, school representatives, service providers; county, municipal and state employees and officials.

CONFIDENTIAL DATA

Juvenile records and reports; non-public information contained in personnel files.

WORKING CONDITIONS

Good working conditions in both secured and non secured areas of the Intervention Center and Court building. Exposure to detained youth and possibility of physical assault and disease. Exposure to heat, cold, noise and odors within secured areas. Occasionally works outside of the Court complex.

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 sometimes sits for extended periods of time, but often stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when using a computer screen, reading, writing and typing extensively.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile Court process, policy and procedure; Intervention Center operations, policy and standards; community based service providers; criminal justice system; juvenile and criminal law, delinquency and unruly statutes; Montgomery County juvenile detention system data base; case flow process; management principles.

Ability to: apply management principles to practical work situations; speak effectively before groups; make decisions affecting the lives of others; mediate agency differences; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; handle sensitive inquiries from and contacts with officials and general public.

Skill in: organizational planning and administration; oral and written communication; operation of computer; application of job software programs; making management decisions; monitoring and controlling the functioning of the physical facility; program planning, implementation, assessment and administration.

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LICENSURE OR CERTIFICATION REQUIREMENTS

None

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: _____