



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Adverse Childhood Experiences (ACE) Coordinator

**Department:** Intervention

**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:** 1<sup>st</sup>/8:30am-4:30pm/Evenings possibly required.

### 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

Supports the Montgomery County Juvenile Court's efforts towards becoming a trauma-responsive organization that reduces disparities and reduces the impact of adversity and trauma on children's health and well-being. Develops curricula and facilitates trainings and education on topics including adversity and trauma and its impact on the health and well-being of youth; adverse childhood experiences, resilience, healing, and strategies for preventing and addressing toxic stress. Develops and implements evidence-based recommendations for making juvenile court policies and practices more trauma-responsive for both court staff and those they serve. Fosters connections with cross-sector partners and stakeholders (e.g., law enforcement, lawyers, health care providers, social service agencies, advocacy groups, community-based organizations, schools) to improve awareness of the juvenile court's trauma-responsive work, learns about relevant practices and initiatives, and coordinates efforts to better serve children and families.

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

### QUALIFICATIONS

A Bachelor's Degree from an accredited university in social work, education, psychology, social justice, sociology, criminal justice, public administration, human resource management, or other social services related field with a minimum of 3-5 years related experience.

Experience and expertise in trauma-informed principles and practices, secondary and vicarious trauma, protective factors, and de-escalation. Knowledge of the impact of trauma on individuals, families, and employees in the court system preferred.

Experience in program development, implementation, and evaluation, including basic qualitative and quantitative research skills and data collection for federal and state data reporting. Knowledge of the Montgomery County Court system, policies, and procedures 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/>



## Montgomery County Juvenile Court

*Judge Helen Wallace*

*Judge Julie Bruns*

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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>Adverse Childhood Experiences (ACE) Coordinator</b>
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<b>FLSA STATUS</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>DEPARTMENT</b>	Intervention Center	<b>REPORTS TO</b>	Manager(s)/ Director
<b>PAY GRADE</b>	A24	<b>WORK SCHEDULE</b>	40 hours per week
<b>CIVIL SERVICE STATUS</b>	Unclassified		

**DISTINGUISHING JOB CHARACTERISTICS**

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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.*

Serves on the implementation team for a new initiative to raise awareness of Adverse Childhood Experiences (ACE) and their potential impact on health, and integrates into care plans, evidence-based strategies for preventing and addressing toxic stress. Supports staff with implementation. Collects and analyzes data and supports evaluation efforts.

Develops curricula and facilitates trainings and education for court staff and administrators on topics including adversity and trauma and its impact on the health and well-being of youth; adverse childhood experiences, resilience, healing, and strategies for preventing and addressing toxic stress.

Oversees the Disproportionate Minority Contact Diversion Program, ensuring the program is adhering to policy and procedures, while considering the effects of adverse childhood experiences. Offering minority youth access to supportive community programming that ultimately impacts the level of disparate representation of minority youth in the court system.

Develops and implements evidence-based recommendations for making juvenile court policies and practices more trauma-responsive for both court staff and those they serve. Establishes actionable goals and metrics to measure progress in creating a trauma-responsive juvenile court and reports progress to court administrators.

Gathers and creates informational resources on trauma-responsive interventions in the juvenile justice sector, including but not limited to reports, trainings, videos, bench cards, issue briefs, and court rulings and administrative orders. Regularly disseminates these resources with court staff and administrators to improve knowledge of trauma and strategies for preventing and addressing it in a juvenile court setting.

Synthesizes and advises court leadership/administrators on best and promising practices in trauma-responsive court policies and procedures to enable informed decision making. Provides recommendations on how to modify and tailor these strategies for Montgomery County. Engages with outside subject matter experts on lessons learned and implementation strategies when appropriate.

Fosters connections with cross-sector partners and stakeholders (e.g., law enforcement, lawyers, health care providers, social service agencies, advocacy groups, community-based organizations, schools) to improve awareness of the juvenile court's trauma-responsive work, learns about relevant practices and initiatives, and coordinates efforts to better serve children and families.

Performs other related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

Must work well with a wide variety of people from the community as well as from multiple professional disciplines.

Willingness to work in multiple locations, including secure and staff secure juvenile residential settings.

#### SCOPE OF SUPERVISION

Disproportionate Minority Contact Diversion Program and associated staff

#### EQUIPMENT OPERATED

Vehicles; computers; copier, fax machine, telephone, calculator, and other general office equipment; television; overhead projector. Electronically secured-doors access panel.

#### CONTACTS WITH OTHERS

Juvenile Court staff, including Judges/Magistrates, community resource providers, court involved youth and parents/guardians, attorneys, Children Services Division employees, law enforcement officers, Clergy, nurses, counselors, teachers, doctors, therapists, social workers, 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. Exposure to juvenile offenders in a secure setting. Possible exposure to diseases from contact with adults/juveniles. When working in the field, employee may be exposed to conditions within high crime areas. 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.

Must be able to lift, drag, push, or pull at least 25 pounds.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Adverse childhood experiences and their potential impact on health and wellbeing, toxic stress, trauma, resilience, criminal justice system, juvenile court processes, community based social service agencies and programs, disproportionate minority contact

**Ability to:** Speak effectively before groups, maintain good public relations as a Court representative, establish and maintain effective and professional relationships with associates and community providers, work independently, exhibit good organizational skills, relate with persons of varying socio-economic backgrounds, maintain current working knowledge of relevant changes in law, exercise sound judgment in decision making, maintain confidentiality, effectively supervise staff

**Skill in:** Training people from various disciplines, written and oral communication, prioritizing and completing work on multiple, concurrent tasks or assignments, organizing and maintaining data

### QUALIFICATIONS

A Bachelor's Degree from an accredited university in social work, education, psychology, social justice, sociology, criminal justice, public administration, human resource management, or other social services related field with a minimum of 3-5 years related experience.

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Experience in program development, implementation, and evaluation, including basic qualitative and quantitative research skills and data collection for federal and state data reporting. Knowledge of the Montgomery County Court system, policies, and procedures 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.

### LICENSURE OR CERTIFICATION REQUIREMENTS

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

**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.**