



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Work Detail Coordinator

**Department:** Probation

**Posting Closing:** Until Filled

**Position Location:** 3501 Merrimac Ave Dayton, Ohio 45405

**Job Type:** Part-time

**Salary:** \$17.16/hr.

**Shift:** 1<sup>st</sup> & 2<sup>nd</sup>

### DISTINGUISHING JOB CHARACTERISTICS

This position supervises and works with juveniles, ages 12-19, at work sites. Monitors and reports youth's participation. Provides instruction and direction to youths involved in work details such as flyer distribution, serving food to those in need, picking up and bagging trash, and other general maintenance tasks.

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

### QUALIFICATIONS

High school Degree, GED or equivalent and demonstrate ability to learn job requirements. Experience with at risk youth preferred. Must have valid driver's license and proof of insurance. Ability to pass a criminal background check.

The ability to pass a criminal background check. Valid Ohio Driver's License and Insurance.

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

<b>CLASSIFICATION TITLE:</b> Work Detail Coordinator
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<b>FLSA STATUS</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Part-Time
<b>DEPARTMENT</b>	Probation Services	<b>REPORTS TO</b>	Juvenile Probation Supervisor
<b>PAY GRADE</b>	A6	<b>WORK SCHEDULE</b>	Varied

#### DISTINGUISHING JOB CHARACTERISTICS

Provides on-site supervision and guidance to juveniles participating in work program.

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

#### 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.*

Supervises and works with juveniles, ages 11-20, at work sites. Monitors and reports youth's participation. Provides instructions, direction and feedback to youths involved in work details such as raking leaves, picking up and bagging trash, food distribution and other general maintenance tasks. A focus on reinforcing positive behavior is imperative while still addressing inappropriate behavior in a timely manner.

Drives juveniles to and from approved work sites.

Contacts parents to discuss youth progress, problems and issues. Works in conjunction with Probation Officers, Diversion Officers and Assessment Specialists.

Completes Youth Evaluation Sheets to appraise youth behavior and performance on the job.

Provides instruction to juvenile entering program regarding rules, and reviews terms of behavioral contract. Prepares Behavior Reports, and completes records to document attendance violations.

Find new work sites and inform Probation Supervisor of the same for investigation purposes.

#### OTHER DUTIES AND RESPONSIBILITIES

As needed by Probation Supervisor, Support Services Manager or Designee.

#### SCOPE OF SUPERVISION

None

## EQUIPMENT OPERATED

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Vans; gardening tools, cleaning equipment; telephone; computer.

## CONTACTS WITH OTHERS

Court referred Juveniles, Probation Officers; Diversion Officers, Assessment Specialists, Work Site Supervisors; social service organizations; parents.

## CONFIDENTIAL DATA

Case jackets; social histories; juvenile records.

## WORKING CONDITIONS

Frequent exposure to noise, heat, cold, dampness, fumes and abrasions. Frequent exposure to juveniles.

## 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 stands and walks for extended periods of time, and occasionally leans over, stretches, pushes and exerts other physical effort and maneuvers. Employee converses verbally with others in person and by telephone. Job occasionally requires close, relatively detailed vision demands when entering data and viewing a computer screen.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** juvenile court system; work program guidelines; basic human behavior and psychology.

**Ability to:** work well with others; serve as mentor and role model for juveniles; respect youth and empathize with youth issues, identify and acknowledge positive behavior, identify and diffuse negative behavior concerns.

**Skill in:** verbal communication.

## QUALIFICATIONS

High school Degree, GED or equivalent and demonstrable ability to learn job requirements. Experience with at risk youth preferred. Ability to pass a criminal background check.

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## LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License.

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.