



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: Probation Officer IV (JTC)

Department: Probation

Posting Closing: Until Filled

Position Location: 3501 Merrimac Ave Dayton, OH 45422

Job Type: Full-time

Salary: \$25.44/hr

Shift: 1st shift and 11:00am -7:00pm (1x per week)

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

This position is a senior level Probation Officer who provides intensive services to youth on Probation in the Juvenile Treatment Court (JTC) Program. Regular hours of operation are 8:30 a.m. to 7:00 p.m. Monday through Friday. The staff is required to work four shifts per week from 8:30am-4:30pm in order to accommodate families and programming. The employee may occasionally have to travel out of state and will respond to emergency situations during off-hours.

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

QUALIFICATIONS

Bachelor’s degree in psychology, sociology, criminal justice, social work or related field with 3 years experience in the juvenile justice system. Demonstrated skill and expertise in a specialized area pertinent to Juvenile Justice.

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: Probation Officer IV (JTC)

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
WORK SCHEDULE	40 hours per week	DEPARTMENT	Probation Services
PAY GRADE	A23	REPORTS TO	Juvenile Probation Supervisor

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.

Performs juvenile probation responsibilities, and demonstrates competency in specialty area.

Provides training to interns and volunteers regarding job duties and responsibilities, and trains and provides resources for probation officers regarding specialty area. Acts as resource for Department and Court in specialized area.

Demonstrates competency in one or more specialized areas (i.e. SUD) and acts as a resource for the Department/Court in developed special area.

Monitors and supervises juvenile offenders to ensure compliance with Court ordered probation terms and conditions. Develops and implements case plans, and monitors juvenile's compliance. Keeps Court informed of progress through written reports and Court appearances, and confers with youth and family concerning progress, problems and issues in meeting treatment goals. Intervenes in crisis situations and determines need for parenting education.

Strives to establish trusting relationships with assigned youth. Encourages youthful offenders in various recreational, cultural, educational and therapeutic activities designed to enhance self-esteem, and participates with youth to build relationship and trust.

Makes announced and surprise home visits and works closely with client families to provide guidance and structure to the family unit. Monitors school performance including attendance, academic achievement, behavior problems and other issues. Interacts with school officials to ensure effective educational planning.

Investigates juvenile offenders and their families. Analyzes data, administers risk assessments, prepares written reports and makes recommendations concerning disposition of cases. Schedules appointments.

Attends court hearings to present Social History information, describe youth's behavior and performance, and provide updates to assist the Judge or referee in making most appropriate disposition. Completes Court Investigation Reports.

Facilitates plans including providing direction to youth in seeking residence after treatment plan, locating support groups for youth and family, providing assistance to care givers in enrolling youth in school, and providing support in dealing with other life issues.

Establishes and maintains effective relationships with internal court programs, social service agencies and community resources, makes referrals when appropriate and follows up with treatment progress, problems and issues in coordination with treatment agency.

Utilizes volunteers and college interns to supplement juvenile offender programming efforts. Serves as mentor and coordinator for volunteers and interns assigned.

Prepares requests for summons and warrants, effecting delivery of service when appropriate.

Observes and collects urinalysis samples to determine if youth is using illicit drugs

Facilitates support groups, and provides work site supervision. Monitors ACA compliance, and sub-supervises mediation.

OTHER DUTIES AND RESPONSIBILITIES

Makes speaking engagements and represents court on committees.

SCOPE OF SUPERVISION

Supervision of juveniles.

EQUIPMENT OPERATED

Vehicles; computers; copier, fax machine, telephone, calculator, and other general office equipment; dictating machines; handcuffs & shackles; cell phones; television; overhead projector.

CONTACTS WITH OTHERS

Juveniles; parents, families and guardians; Attorneys; school officials, teachers, counselors and staff; community social service and treatment providers; law enforcement officers; victims; other courts; Judges; Bailiffs; Children's Services; Department of Human Services; Universities, Community Volunteer Networks, Specific Treatment providers relevant to specialization, general public.

CONFIDENTIAL DATA

Juvenile records and files including psychological, mental health and chemical dependency evaluations; case jackets; treatment assessments; agency information; police records [child/parents]; medical reports; personal information; financial information; birth certificate; social security number; probation/parole records; urinalysis results.

WORKING CONDITIONS

Good working conditions when working in the office. When working in the field, employee is exposed to conditions within juvenile's homes and high crime areas. Possibility of exposure to hepatitis and bloodborne disease from contacts with juveniles 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 job, the employee frequently sits for extended periods of time, and occasionally stands and walks. Job 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 probation services with a high degree of specialization in one or more of the following disciplines; drugs, alcohol, gender specific, sex offender, mental health, learning disabled or other specialized area; must have a demonstrated level of competency with Juvenile Court system, procedure and processes; counseling; social work; corrections; Ohio Revised Code as it pertains to probation functions; criminal justice system; universal precautions for control of bloodborne pathogens; programming and community resources; family structure and issues

Ability to: demonstrate competency as Probation Officer and in specialized area; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; establish rapport with juveniles and family members of various social and economic backgrounds; perform under stress when confronted with emergency, critical, unusual or dangerous situations; work with resistant clients; maintain confidentiality of confidential and sensitive information; establish caseload priorities.

Skill in: job training and coaching; immediate assessment; interviewing juveniles, family members and others; 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.

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LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License. Specialized field may require licensure or certification.

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: _____