



## Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



**Job Title:** Youth Specialist II/ Youth Specialist II

**Department:** Detention

**Posting Closing:** Until Filled

**Position Location:** Juvenile Justice Center - 380 W. Second Street, Dayton, Ohio 45422

**Job Type:** Full-time

**Salary: YSII:** \$21.69/hr or **YS III:** \$23.17/hr

**Shift:** Varies with rotating weekends

### **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**

The facility is a 24-hour; 7 day per week operation therefore employees will be assigned to a work shift, with essential job duties and responsibilities specific to the shift's needs. The work is performed in a detention facility for juvenile offenders, in need of short-term high-impact intervention, pending case disposition. Work involves monitoring, coaching and directing juvenile's behavior and activities. Required to provide coverage for call-ins, high count and any open shift as needed, which could occasionally consist of working a 16-hour shift.

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

### **QUALIFICATIONS**

**YS II:** High School diploma or GED with 1-3 years experience working with youth. Ability to pass criminal background check. A valid Ohio Drivers license is required.

**YS III:** Bachelor's degree in a related field, with preferably 4 years experience, three years working with youth. Ability to pass criminal background check. A valid Ohio Drivers license is required.

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.mcjcohio.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

**CLASSIFICATION TITLE:** Youth Specialist II (Detention Services)

|                    |                    |                          |                             |
|--------------------|--------------------|--------------------------|-----------------------------|
| <b>FLSA STATUS</b> | Non-Exempt         | <b>EMPLOYMENT STATUS</b> | Full-time                   |
| <b>DEPARTMENT</b>  | Detention Services | <b>REPORTS TO</b>        | Youth Specialist Supervisor |
| <b>PAY GRADE</b>   | A13                | <b>WORK SCHEDULE</b>     | 40 hours per week           |

#### DISTINGUISHING JOB CHARACTERISTICS

The facility is a 24-hour; 7 day per week operation therefore employees will be assigned to a work shift, with essential job duties and responsibilities specific to the shift's needs. The work is performed in a detention facility for juvenile offenders, in need of short-term high-impact intervention, pending case disposition. Work involves monitoring, coaching and directing juvenile's behavior and activities. Required to provide coverage for call-ins, high count and any open shift as needed, which could occasionally consist of working a 16-hour shift.

**“In this position, you are an At-Will Employee serving at the pleasure of the 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 monitors youth detained in a detention facility in accordance with established procedures, process and requirements.

Observes youth behavior and maintains awareness of juvenile's emotional and physical needs. Watches for signs of depression, suicide, disturbances, escape plans and other problems and issues. Maintains group control. Controls noise level, behavior, and diffuse potentially escalating situations through application of verbal and non-verbal deescalating techniques.

Provides therapeutic environment that promotes accountability and appropriate consequences for delinquent behavior. Exposes youth to adaptive and social skills training, and teaches and mentors responsibility and self-control. Ensures youth attend required educational classes.

Completes Behavior Observation logs reflecting juvenile's behavior, problems, visitations, confinements, restrictions, interaction with peers, and other issues.

Maintains and enforces security procedures, and ensures safety and security of both youth and staff. Resolves differences and disagreements among youths, and intervenes in youth altercations. Helps restrain youths and deals with behavior problems as necessary in accordance with prescribed guidelines. Conducts searches of youth and rooms to locate contraband, and conducts night perimeter checks to identify unusual situations and ensure building security.

Completes incident reports, damage reports, emergency medical reports and other records. Recommends discipline and completes juvenile disciplinary reports.

Conducts group sessions to help establish peer communication and understanding, and to explore alternatives to delinquent behavior. Encourages youth to assume responsibility for actions, and develop self-esteem. Assists youth in dealing with peer and social pressures, and family issues. Guides youth in developing school, home and social skills, and assists in formulating life objectives.

Maintains communication with "ending shift" Youth Specialistss to discuss youth problems, incidences and other issues to ensure understanding of youth issues and needs, and maintain security.

Operates vehicle to transport youth to and from hospital, medical appointments, activities, programs and other locations. Escorts youth to school classes.

Monitors visitation and maintains log reflecting names of visitors, juvenile visited and related information. Observes visitors and monitors physical contact between youth and visitor to maintain facility security. Confers with parents and guardians to provide feedback and solicit information pertaining to youth problems, issues and needs.

Admits youth to facility. Searches youth for contraband, requires youth to shower, and provides youth with personal necessities. Conducts initial orientation and attitude testing to assess youth's mental, emotional and academic status. Explains facility rules and regulations, and provides juveniles with a handbook to guide behavior and document understanding.

Provides for youths basic physical needs. Serves and prepares for meals. Provides clothing, bedding, and other necessary items.

Provides CPR, AED and first aid as necessary, and contacts medical personnel to provide professional medical care in serious emergency situations. Accompanies youth to hospital to maintain security and youth well being.

#### OTHER DUTIES AND RESPONSIBILITIES

Perform related duties as assigned.

#### SCOPE OF SUPERVISION

Supervise 1-15 youth in a secure environment.

### EQUIPMENT OPERATED

Vehicle, computer, copier, telephone and other standard office equipment; microwave, clothes washer and dryer; laundry cart; general household equipment; gym equipment; TV; DVD player; keys; handcuffs; shackles; mobile radio.

### CONTACTS WITH OTHERS

Juveniles; Mental health/CFK staff; youths' families; legal guardians; clergy; interns; law enforcement officers; Public Defenders; Prosecutors; Probation & Parole Officers; Judges; Magistrates; Social Workers; counselors & therapists; Doctors; Teachers; Intervention staff; Children Service Workers; volunteers.

### CONFIDENTIAL DATA

Juvenile records; juvenile medical records; Court records; educational records; Youth Behavior Logs.

### WORKING CONDITIONS

Good general working conditions but with occasional exposure to outside weather conditions when transporting youth or supervising outside activities. Possible exposure to assaults from youth. Possible exposure to blood, urine and other bodily fluids. Job requires employee to make physical contact with youth for the purposes of restraining, transporting, etc.

### 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.***

The job duties require an employee to be absent of any limitations, which would impair effective performance. While performing duties of this job, the employee normally must be able to walk through the facility, perform physical labor, and may occasionally have to physically restrain and control persons of varying weights and strengths, for short and prolonged periods. The employee typically traverses up and down stairs, stands for one or two hours at a time, bending, walking and running. The employee may occasionally drag weights up to 175 pounds, and lift heavy objects up to 25 pounds. The employee commonly uses normal visual demands and must normally be able to converse verbally with the youth, visitors, family members, and general public and others, and to hear. The employee may occasionally sit in and operate a vehicle for variable periods of time. The employee is required to provide coverage for call-ins, high count and any open shift, as needed.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** facility rules, regulations and policy; laws related to detention operations; basic psychology and human relations; societal & familial issues; group dynamics; crisis intervention process and techniques; counseling techniques; security and safety precautions.

**Ability to:** apply regulatory requirements to practical situations; empathize with youths' problems and serve as role model; post information accurately and legibly to written record; deal and communicate effectively with youth; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter; exercise sound judgement in making fair but firm decisions; work in a locked environment.; physically restrain an individual.

**Skill in:** first aid; CPR; listening; crisis intervention; mediation; verbal and written communication; observation; mediating differences between youth; adding, subtracting, multiplying and dividing whole numbers; reading.

### QUALIFICATIONS

High School Diploma, GED (or equivalent) or Associate's degree in a related field with 1-3 years experience working with youth. Ability to pass criminal background check.

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.

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:** \_\_\_\_\_



# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

**CLASSIFICATION TITLE: Youth Specialist III(Detention Services)**

|                    |            |                          |                             |
|--------------------|------------|--------------------------|-----------------------------|
| <b>FLSA STATUS</b> | Non-Exempt | <b>EMPLOYMENT STATUS</b> | Full-time                   |
| <b>DEPARTMENT</b>  | Detention  | <b>REPORTS TO</b>        | Youth Specialist Supervisor |
| <b>PAY GRADE</b>   | A15        | <b>WORK SCHEDULE</b>     | 40 hours per week           |

#### DISTINGUISHING JOB CHARACTERISTICS

Works in a detention facility for troubled youths with negative, destructive and violent behaviors, in need of short-term high-impact intervention pending case disposition. Monitors, coaches and directs juvenile's behavior and activities. The facility is a 24-hour, 7 day per week operation therefore employee will be assigned to a work shift, with essential job duties and responsibilities specific to the shift's needs.

**“In this position, you are an At-Will Employee serving at the pleasure of the 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 monitors youth detained in a detention facility in accordance with established procedures, process and requirements.

Observes youth behavior and maintains awareness of juvenile's emotional and physical needs. Watches for signs of depression, suicide, disturbances, escape plans and other problems and issues. Maintains group control. Controls noise level, behavior, and diffuses potentially escalating situations through application of verbal and non-verbal deescalating techniques.

Provides therapeutic environment that promotes accountability and appropriate consequences for delinquent behavior. Exposes youth to adaptive and social skills training, and teaches and mentors responsibility and self-control. Ensures youth attend required educational classes.

Completes Behavior Observation logs reflecting juvenile's behavior, problems, visitations, confinements, restrictions, interaction with peers, and other issues.

Maintains and enforces security procedures, and ensures safety and security of both youth and staff. Resolves differences and disagreements among youths, and intervenes in youth altercations. Helps restrain youths and deals with behavior problems as necessary in accordance with prescribed guidelines. Conducts searches of youth and rooms to locate contraband, and conducts night perimeter checks to identify unusual situations and ensure building security.

Completes incident reports, damage reports, emergency medical reports and other records. Recommends discipline and completes juvenile disciplinary reports.

Conducts group sessions to help establish peer communication and understanding, and to explore alternatives to delinquent behavior. Encourages youth to assume responsibility for actions, and develop self-esteem. Assists youth in dealing with peer and societal pressures, and familial issues. Guides youth in developing school, home and social skills, and assists in formulating life objectives.

Maintains communication with "off-going shift" Youth Specialists to discuss youth problems, incidences and other issues to ensure understanding of youth issues and needs, and maintain security.

Operates vehicle to transport youth to and from hospital, medical appointments, activities, programs and other locations. Escorts youth to school classes.

Monitors visitation and maintains log reflecting names of visitors, juvenile visited and related information. Observes visitors and monitors physical contact between youth and visitor to maintain facility security. Confers with parents and guardians to provide feedback and solicit information pertaining to youth problems, issues and needs.

Admits youth to facility. Searches youth for contraband, requires youth to shower, and provides youth with personal necessities. Conducts initial orientation and attitude testing to assess youth's mental, emotional and academic status. Explains facility rules and regulations, and provides juveniles with a handbook to guide behavior and document understanding.

Provides for youths basic physical needs. Serves and prepares for meals. Provides clothing, bedding and other necessary items.

Provides CPR, AED, and first aid as necessary, and contacts medical personnel to provide professional medical care in serious emergency situations. Accompanies youth to hospital to maintain security and youth well-being.

#### OTHER DUTIES AND RESPONSIBILITIES

Perform other duties as assigned.

#### SCOPE OF SUPERVISION

Supervise 1-15 youth in a secure environment.



### EQUIPMENT OPERATED

Vehicle, computer, copier, telephone and other standard office equipment; microwave, clothes washer and dryer; laundry cart; general household equipment; gym equipment; TV; DVD player; keys; handcuffs; shackles; mobile radio.

### CONTACTS WITH OTHERS

Juveniles; Mental Health/CFK staff; youths' families; legal guardians; clergy; interns; law enforcement officers; Public Defenders; Prosecutors; Probation & Parole Officers; Judges; Magistrates; Social Workers; counselors & therapists; Doctors; Teachers; Intervention staff; Children Service Workers; volunteers.

### CONFIDENTIAL DATA

Juvenile records; juvenile medical records; Court records; educational records; Youth Behavior Logs.

### WORKING CONDITIONS

Good general working conditions but with occasional exposure to outside weather conditions when transporting youth or supervising outside activities. Possible exposure to assaults from youth. Possible exposure to blood, urine and other bodily fluids. Job requires employee to make physical contact with youth for the purposes of restraining, transporting, etc.

### 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 normally must be able to walk through the facility, perform light physical labor, and may occasionally have to physically restrain and control persons of varying weights and strengths, for short and prolonged periods. The employee typically traverses up and down stairs, stands for one or two hours at a time, bending, walking and running. The employee may occasionally drag weights up to 175 pounds, and lift heavy objects up to 25 pounds. The employee commonly uses usual vision demands and must normally be able to converse verbally with the youth, visitors, family members, general public and others, and to hear. The employee may occasionally sit in and operate a vehicle for variable periods of time.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** facility rules, regulations and policy; laws related to detention operations; basic psychology and human relations; societal & familial issues; group dynamics; crisis intervention process and techniques; counseling techniques; security and safety precautions.

**Ability to:** apply regulatory requirements to practical situations; empathize with youths' problems and serve as role model; post information accurately and legibly to written record; deal and communicate effectively with youth; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter; exercise sound judgement in making fair but firm decisions; work in a locked environment.; physically restrain an individual.

**Skill in:** first aid; CPR; listening; crisis intervention; mediation; verbal and written communication; observation; mediating differences between youth; adding, subtracting, multiplying and dividing whole numbers; reading. Preparing written reports, operation of a computer.

### 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: Bachelor's degree in a related field, with three years experience working with youth. Ability to pass criminal background check.

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.

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:** \_\_\_\_\_