



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Assessment Specialist Supervisor

**Department:** Intervention

**Posting Closing:** Until Filled

**Position Location:** 380 W. 2<sup>nd</sup> St Dayton, OH 45422

**Job Type:** Full-time

**Salary:** \$28.78/hr

**Shift:** 2<sup>nd</sup> shift w/diverse scheduling patterns

### **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**

Assessment Specialist Supervisor performs the same duties and responsibilities of an Assessment Specialist I, but is experienced and can perform, more difficult assessments, and can provide functional direction to less experienced staff. Oversees daily operations of the Assessment Unit within the Intervention Center and serves as a department and Court resource in that area. Employee can be assigned to work morning, afternoon, evenings and/or weekends due to 24-hour 7-day nature of operation.

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

### **QUALIFICATIONS**

Bachelors Degree in psychology, sociology, or other social science, criminal justice or a related field, preferred 2 year experience in the juvenile justice system.

Ability to pass a criminal background check.

Must be familiar with Microsoft Office Products.

Must have an operable telephone number with voice mail or an answering machine.

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](mailto:hr@mcjcoho.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

**CLASSIFICATION TITLE: Assessment Specialist Supervisor**

<b>EMPLOYMENT STATUS:</b>	Full-time	<b>DEPARTMENT:</b>	Intervention Center
<b>WORK SCHEDULE:</b>	40 hours/week 2pm-10pm Second shift	<b>REPORTS TO:</b>	Manager(s)/Director
<b>CIVIL SERVICE STATUS:</b>	Unclassified	<b>PAY GRADE:</b>	A 25

### DISTINGUISHING JOB CHARACTERISTICS

Assessment Specialist Supervisor performs the same duties and responsibilities of an Assessment Specialist I, but is experienced and can perform, more difficult assessments, and can provide functional direction and training to less experienced staff. Oversees daily operations of the Assessment Unit within the Intervention Center and serves as a department and Court resource in that area. Employee can be assigned to work morning, afternoon, evenings and/or weekends due to 24-hour 7-day nature of operation.

**“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.

Promotes and mentors staff in the application and use of the Strength Based Philosophy in interacting with youth and families; Reviews and analyzes data; reviews and approves written reports; serves on committees and attends meetings as required.

Mentors and trains new employees, interns, and court personnel. Observes and provides feedback to new staff to promote department standards. Completes various operational reports and records including monthly statistics, special incident reports, and any other upon request. Reviews and provides feedback to the Assessment Specialist team regarding the case movement of new delinquency and unruly referrals as well as Court Investigation Reports and other completed work items. Reviews completed paperwork and case management tasks from the Assessment Specialist team.

Displays flexibility in scheduling and workload to meet needs of the Intervention Center. Demonstrates ownership of a problem by attempting resolution with individuals involved, is open to feedback, and handles conflict in a professional manner. Monitors the department staff schedule to ensure coverage for shifts and in response to staff call offs or leave requests.

Promotes a positive work environment through encouragement, consideration, enthusiasm, respect, humor and tact. Displays a calm and organized approach in difficult or stressful situations. Addresses staff issues and concerns, as well as providing supervision to the 24/7 side of the Intervention Center. The Assessment Specialist Supervisor will also deliver corrective feedback to staff and provide documentation for staff regarding any issues or behaviors which need addressed by supervision.

Makes good use of time, seeks out and assists with other activities that will support the Court and the Intervention Center when not busy with usual job duties.

Participates in a weekly, after hours on-call supervisor rotation to provide guidance to the staff at all times.

Conducts Administrative Hearings, interviews detained youth and family members and completes the Court Investigation Report and the Ohio Youth Assessment System (OYAS). Documents youths' social history, assesses youth and family needs, determines risk level and makes recommendations for treatment, release or other dispositions. Submits reports and recommendations to Judges/Magistrates, for dispositional consideration regarding official cases.

Assesses police reports and school referrals on non-detained youth, unruly referrals, and parents' walk-in complaints to determine the appropriate initial case track. Reviews and considers case situation, youth's involvement with the Court and other prior actions taken by the Court. Refers cases for administrative hearings, for prosecutor review, for certification to another county, to social service, mental health, drug rehabilitation and/or other service providers and agencies, to mediation and/or to any other available resources for disposition in the best interest of the child. Completes case tracking form, processes case, and facilitates follow through.

Collaborates with service providers and makes referrals. Interacts with school officials to coordinate services, and other Court agencies to utilize their services and programs.

Processes requests for sealing and expungement of juvenile's records and orders of expungements from other jurisdictions. Sends record inquiry determination of eligibility and processes for approval.

Processes requests for judicial consent hearings submitted by juveniles seeking the option to voluntarily terminate a pregnancy without parental consent. Schedules consent hearings and secures Attorneys and guardians ad litem utilizing computer random appointment selector. Completes paperwork and submits to Judge, Attorney and GAL.

Conducts collection and storage of urine samples for drug testing.

Conducts health screening of emergency foster care youth.

Places youth on Electronic Home Monitoring and conducts certain "case management" functions related to EHM population.

Processes cases involving out-of-state and out-of-county youth. Contacts parents, responsible court and/or children's services officials and coordinates with interstate compact official, including the processing of required forms.

Processes application for parents granting marriage consent to a child. Determines eligibility, and processes paperwork and court entries.

Processes juvenile protection order requests.

Completes the Daily Admit Form and disseminates it to Court personnel daily via email.

Transports youth to and from Intervention Center, home and other locations as directed by the court.

### **OTHER DUTIES AND RESPONSIBILITIES**

Cross trained in the duties of the Receiving Specialist and the Case Processing Specialist; will assist Receiving Specialists with requests for detainment, and assumes Receiving Specialist and Case Processing Specialist shift coverage as needed. Confers with Montgomery County Department of Job and Family services, Children's Services Division and/or Caring For Kids staff on Intervention Center referrals.

Reviews and approves staff leave requests and addresses any issues in the employee time management system (KRONOS).

Prepares and delivers staff performance evaluations for the Assessment Specialist team.

### **SCOPE OF SUPERVISION**

May be required to assume supervision in the absence of a Manager or Director; Writes and contributes information to annual staff evaluations; Provides verbal and written coaching and redirection of staff when applicable; Authorizes shift overtime; secures shift coverage. Participates in an on-call supervisor rotation.

### **EQUIPMENT OPERATED**

Computer; 2-way radio; intercom system; telephone, copier, fax machine, and other general office equipment; electronic home monitoring equipment; video surveillance equipment; electronically secured-doors access panel.

### **CONTACT WITH OTHERS**

Alleged and adjudicated delinquent and unruly youth; parents, guardians and custodians; law enforcement officers; probation and parole officers; detention staff; Children Services Division Caseworkers; child care and social service agencies; social workers; attorneys; teachers; school attendance officers; counselors; therapists; prosecutors; clerks of court; Magistrates; Judges; co-workers; and the general public.

### **CONFIDENTIAL DATA**

Juvenile social and delinquency/unruly history, personal files and records; medical, psychological and substance abuse reports; information regarding youth's home and personal life; demographic information; Juvenile Court, Prosecuting Attorney's and Juvenile Court Detention databases; Adult Probation PSIS; law enforcement police reports; DYS information; non-public information contained in personnel records; adult records via DPD, MCSO, and Ohio BCI record checks.

### **WORKING CONDITIONS**

Good working conditions but with exposure to youth in a secured setting. Possibility of exposure to hepatitis and blood borne disease from contacts with juveniles and urinalysis samples. Possible exposure to risk of injury from physical assault.

### **USUAL PHYSICAL DEMANDS**

While performing duties of this job the employee will be required to have unassisted mobility through the department for an entire shift. The employee exhibits digital dexterity in hand-eye coordination while performing typing and other tasks. This position requires computer data entry, typing skills, hand-eye coordination and the filing and processing of documents throughout the Court. Vision demands include close relatively detailed vision when typing and using computer screen. One may be called upon therefore and must be able to maintain visual and auditory surveillance of youth and of the facility and to verbally communicate with other Court personnel, youth in the facility and the public in person, by telephone, and by e-mail.

The employee will be required to have physical contact with persons including the physical restraint of juveniles engaged in violent or turbulent behavior. Must be able to lift, drag, push, or pull at least 25 lbs.

### **EMPLOYEE TRAINING & DEVELOPMENT**

Intervention Center employees must be physically capable of taking and qualifying in unarmed self-defense bi-annually. Employees are also required to obtain and maintain certification in C.P.R. & first aid training.

## **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; relevant sections of the Ohio statutes and rules; Montgomery County Juvenile Court databases; case flow process.

**Ability to:** functionally supervise others as a lead worker; make fair, impartial and effective judgments and determinations; deal effectively with hostile, agitated and frustrated families, youth and staff; work and speak effectively with diverse groups, provide conflict intervention; establish and maintain confidentiality or confidential and sensitive information; apply leadership principles to practical work situations; maintain good public relations as a Court representative; establish and maintain effective work relationships with associates and job contacts; perform under stress when confronted with emergency, critical, unusual or dangerous situations; exhibit good organizational skills

**Skill in:** leadership; time management, organization; assessment interviewing; active and reflective listening; crisis mediation; determining youth and family needs; writing and verbal communication; preparing written reports; collecting and compiling youth histories and other documentation; operation of a computer; application of job software programs.

## **QUALIFICATIONS**

Bachelors Degree in psychology, sociology, or other social science, criminal justice or a related field, preferred 2 year experience in the juvenile justice system.

Ability to pass a criminal background check.

Must be familiar with Microsoft Office Products.

Must have an operable telephone number with voice mail or an answering machine.

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**

Valid Ohio Driver's License and proof of automobile 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.

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

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