



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Youth Specialist Supervisor

**Department:** NRTC

**Posting Closing:** Until Filled

**Position Location:** 593 Infirmary Rd Dayton, OH 45417

**Job Type:** Full-time

**Salary:** \$25.38/hr

**Shift:** 6pm – 6am; Night Shift Rotating

### **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**

Assumes direct responsibility on, and implementation of the treatment program in the cottages on the first, second and/or third shifts.

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

### **QUALIFICATIONS**

Bachelor’s Degree in Criminal Justice, Social Work, Social/Behavioral Science or related field, with 4 years management experience in a juvenile justice system.

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

<b>CLASSIFICATION TITLE:</b>	Youth Specialist Supervisor
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<b>FLSA STATUS</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>DEPARTMENT</b>	NRTC	<b>REPORTS TO</b>	Operations Manager
<b>PAY GRADE</b>	A16	<b>WORK SCHEDULE</b>	40 hours per week

#### DISTINGUISHING JOB CHARACTERISTICS

Assumes direct responsibility on, and implementation of the treatment program in the cottages on the first, second and/or third shifts.

#### 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.*

Develop and monitor treatment and management plans. Direct individual and group counseling sessions. Participate in the planning, development and coordination of the treatment program; maintain a therapeutic milieu.

Supervise residential Youth Specialists. Provide training and coordinate performance evaluations for Youth Specialists.

Investigate employee and/or resident grievances, injuries, escapes, lost articles, and destruction of property. Recommend and/or take appropriate action.

Participate in on-call, treatment review and team meetings.

Prepare on-going statistics such as weekly, monthly, quarterly and annual descriptions of residents, programs and treatment, as needed.

Participate in overall monitoring, coordination and management of physical facilities. Monitor and review safety and security measures.

Participate in developing departmental policy, procedures, goals, budget, etc.

Develop and coordinate recreational activity/therapy for residents.

Dispense medication as prescribed and maintain appropriate documentation.

Prepare and maintain routine reports, treatment records, behavior logs, court reports, and correspondence with parents, other administrators, supervisors, and other agencies.

### OTHER DUTIES AND RESPONSIBILITIES

Perform other related duties as assigned.

### SCOPE OF SUPERVISION

**Direct:** Youth Specialists

### EQUIPMENT OPERATED

Computer; two-way radios; telephone, calculator, copier, fax machine and other general office equipment; keys; audio/visual equipment; typewriter; county van and car.

### CONTACTS WITH OTHERS

Management and administrative staff of Juvenile Court and County; community leaders; political leaders; social service agencies and leaders.

### CONFIDENTIAL DATA

Resident and family files; non-public record information contained in personnel files; employee EAP files.

### WORKING CONDITIONS

Good office working conditions.

### 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. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when using a computer screen.

### REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES

**Knowledge of:** residential facility rules, regulations and policy; laws related to juvenile residential operations; management principles; budget management; psychology and human relations; societal & familial issues; social work; counseling; basic human resource management.

**Ability to:** apply management principles to practical work situations; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; handle sensitive situations; implement treatment plans.

**Skill in:** communicate verbally and in writing; operation of computer; application of department software programs; organizational planning and administration; making management decisions; monitoring and controlling the functioning of the physical facility; compiling statistics and generating reports.

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LICENSURE OR CERTIFICATION REQUIREMENTS

None

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