



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: DYS Liaison

Department: CAS

Posting Closing: Until Filled

Position Location: 333 Access Rd, New Lebanon, OH 45345

Job Type: Full-time

Salary: \$24.90/hr

Shift: 1st

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

An ODYS Liaison performs the essential function of maintaining an open communication and cooperation between the state and the county in order to transfer various reports, audits, and statistics. The liaison coordinates standard activities and meetings, maintains numerous documentation for the youth, and completes the intake process. The Liaison will review paperwork regarding felony cases to ensure all required documentation is present, completed, and accurate for indexing.

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

QUALIFICATIONS

Bachelor’s Degree in social work, psychology or related social service area, or a high school diploma with over three years related work experience working with juveniles, including knowledge of juvenile delinquent development and behavior, and effective approaches for treating juvenile offenders.

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: DYS LIAISON

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	CAS	REPORTS TO	Program Manager
PAY GRADE	A15	WORK SCHEDULE	40 hours per week

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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.

Responsible for admitting ODYS residents to the facility.

Responsible for completing all drug testing, fingerprint scanning, DNA testing, taking pictures, indexing and inputting court documents into the databases for all no admissions.

Obtains, reviews and forwards all legal, medical and education documentation to the appropriate providers.

Attends Clinical Team Meetings with each youth to notate minutes with CAS staff, ODYS staff and all other interested parties.

Develops and maintains files on each youth committed to CAS. Updates information, assessments, reports, and demographics on the court's data systems.

Completes critical incident reports and maintains related data base.

Maintains contact with ODYS institutions for meetings and audits.

Prepares weekly, monthly, and annual reports to be sent to ODYS and various agencies.

Maintains statistical analysis on youth committed to ODYS and CAS.

Provides training of new employees on required documentation and casefiles.

OTHER DUTIES AND RESPONSIBILITIES

Available for as needed reports and statistics requested by the state and/or county.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; fax machine, copier, fingerprint machine, Smart Urinalysis, and other general office equipment.

CONTACTS WITH OTHERS

Ohio Department of Youth Services Release Authority; Court Staff; ODYS Regional Parole Office Staff and Institutional Social Workers; Prosecutors; Attorneys, Juveniles and Their Families; Local Agencies' Treatment Staff; etc.

CONFIDENTIAL DATA

Juvenile Court youth records, ODYS progress reports and Unified Case Plans.

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, frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others, normally in person. Vision demands include close, relatively detailed vision on computer screen when performing data entry, working with Excel spreadsheets and various databases.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: juvenile justice; child welfare; human services; community mental health agencies.

Ability to: coordinate community services and work collaboratively with other departments of the Court; develop and maintain effective working relationships with Court staff, Ohio Department of Youth Services and other agencies; maintain confidentiality of confidential and sensitive information.

Skill in: assessing juvenile needs; oral and written communication; organizing and presenting statistical data; setting up and utilizing computer databases and spreadsheets.

QUALIFICATIONS

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LICENSURE OR CERTIFICATION REQUIREMENTS

Licensed Social Worker (LSW) preferred.

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: _____