



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Diversion Officer (ERC)

**Department:** Probation

**Posting Closing:** Until Filled

**Position Location:** 3501 Merrimac Ave Dayton, OH 45405

**Job Type:** Full-Time

**Salary:** \$25.38/hr

**Shift:** 2nd

### **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**

Diversion Officers at the Evening Reporting Center (ERC) will offer evidenced-based programming and recreational activities for a target group of Diversion/unofficial eligible respondents. Diversion Officers will have opportunities to supervise ERC youth off-site to participate in educational and/or cultural activities. The evidence-based efforts of ERC are concentrated in a highly structured and well supervised program Monday through Friday during evening hours from 3 PM to 9 PM. Additional time is allotted for Diversion Officers to transport ERC youth to and from ERC. The design of the project is to provide opportunities for youth to enhance existing strengths and gain new skills to promote pro-social behaviors and emotional regulation that contribute to being a productive member of the community. Diversion Officers maintain safety and behavior management throughout transports, programming, dinner, and leisure. The projected outcome is a reduction in the risk for youth to re-offend/recidivate, to prevent youth from further penetrating the juvenile justice system, and to reduce official filings of cases.

**“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. One to two years related experience that should include an internship or field placement experience. Ability to pass a criminal background check.

Valid Driver’s License.

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

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

<b>CLASSIFICATION TITLE:</b> Diversion Officer
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<b>FLSA STATUS</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>WORK SCHEDULE</b>	40 hours variable	<b>DEPARTMENT</b>	Probation Services
<b>CIVIL SERVICE STATUS</b>	Unclassified	<b>REPORTS TO</b>	Probation Supervisor
<b>PAYGRADE</b>	A16		

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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.***

Monitors, supervises, and coaches youth to ensure compliance with ERC's terms and conditions. Facilitates and monitors compliance of the Court Order. Provides reports to the Court/Diversion Officers on the status of compliance.

Provides trauma-informed, evidenced-based interventions, and positive-reinforcements for behavior management and de-escalation. Intervenes in crisis situations to ensure youth, staff, and community safety.

Promotes felt-safety and establishes rapport with assigned youth. Participates with and encourages youth to engage in recreational, cultural, educational, and therapeutic activities designed to enhance pro-social behaviors, self-esteem, and positive supports.

Transports youth to and from ERC.

Maintains and utilizes good working relationships with volunteers and community agencies to supplement Diversion programming efforts.

Models and teaches evidenced-based programming to at-risk youth in need of gaining skills to reduce recidivism.

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

#### OTHER DUTIES AND RESPONSIBILITIES

Remain informed, trained, and up-to-date in evidenced-based practices to ensure programming efficacy, reduction of recidivism, and community safety.

#### SCOPE OF SUPERVISION

Supervision of juveniles and other designated programs.

#### EQUIPMENT OPERATED

Vehicles; computers; copier, scanner, 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; school officials; law enforcement officers; Judges and/or Magistrates; Bailiffs; Children's Services; Department of Human Services; 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 blood borne 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 include normal vision requirements but can include occasional viewing of computer screen requiring close focus.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Juvenile Court system procedure and process; counseling; social work; corrections; Ohio Revised Code as it pertains to probation functions; criminal justice system; universal precautions for control of blood borne pathogens; programming and community resources; family structure and issues

**Ability to:** maintain good community 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:** Crisis intervention assessment; interviewing juveniles, family members and others; active listening; mediation; completing statistical and progress reports; data input; operation of computer; application of job software programs; aggressive restraint; analyzing program data and implementing cognitive behavior intervention.

#### QUALIFICATIONS

Bachelor's degree in psychology, sociology, criminal justice, social work or related field. One to two years related experience that should include an internship or field placement experience. Ability to pass a 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. Other requirements vary according to program.

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

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

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

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.