



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: ERC Supervisor

Department: Probation

Posting Closing: Until Filled

Position Location: 380 W. 2nd St Dayton, OH 45405

Job Type: Full-time

Salary: \$59, 866.25

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

Responsible for coordinating referrals and monitoring the daily operations of the Juvenile Court Evening Reporting Center and updating the Court on attendance, behavioral and operational issues. Function as a liaison between the Court and contract provider, and community partners of the Evening Report Center.

“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 and five years’ experience in juvenile justice system, demonstrated competency in specialized area.

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: ERC Supervisor

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
WORK SCHEDULE	40 hours per week	DEPARTMENT	Probation Services
CIVIL SERVICES STATUS	Unclassified	REPORTS TO	Probation Manager
PAYGRADE	A20		

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ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate the flow of complex referrals from the Montgomery County Juvenile Court to the Juvenile Evening Reporting Center Court Treatment Team. Coordinate and deliver new employee orientation, plan staff development and training activities, maintain records of attendance and preparation of reports as required by the Court.

Share responsibility with Juvenile Court Probation Services and other Court staff for speaking engagements to provide public information and further develop and recruit additional community resources. Implement ERC policies and procedures to carry out program mission. Perform as a member of Population Control Committee. Assist in preparing monthly or quarterly reports as required. Assumes responsibility for daily case assignment of ERC referrals; maintains contact with Juveniles; parents, families and guardians; ERC staff and volunteers, Attorneys; school officials, teachers, counselors and staff; community social service and treatment providers; law enforcement officers; victims; other courts; Judges and/or Magistrates; Bailiffs; Children’s Services; Department of Human Services; general public as needed. Collaborates with Judges and Magistrates on release plan of detained youth; collaborates with private agencies and community providers for case planning purposes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile Probation Services; drugs, alcohol, gender specific, sex offender, mental health, learning disabled or other specialized area; Juvenile Court

system procedure and process, criminal justice system; programming and community resources; delinquency causes and treatment; resource development.

Ability to demonstrate competency as Probation staff and in specialized area; Develop and maintain effective, collaborative, professional, team-oriented relationships with internal and external clientele of the Court in the performance of day-to-day duties; establish rapport with juveniles and family members of various

social and economic backgrounds; perform under stress when confronted with emergency, critical, unusual or dangerous situation; work with resistant clients; maintain confidentiality of confidential and sensitive information; establish caseload priorities; conduct individual and group counseling; apply management principles to practical work situations; maintain good public relations with 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; collect data; establish facts and draw valid conclusions; ability to work an alternative work schedule as needed.

Skill in: organization; verbal and written communication; training and job coaching; interpersonal relationship; public speaking; planning, research and development; program job training and coaching; immediate assessment; interviewing juveniles, family members and others; listening; crisis mediation; completing statistical and essay reports; data input; operation of computer; application of job software programs; self-defense; analyzing data and preparing behavior modification programs operation of computer; application of job software programs; problem solving and conflict resolution.

QUALIFICATIONS

Bachelor's degree in psychology, sociology, criminal justice, social work or related field and five years' experience in juvenile justice system, demonstrated competency in specialized area.

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. 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: Bachelors Degree in a behavioral science or related field, with (5) years experience in the Juvenile Court System including experience in police or public service, probation services, and related administrative work. Knowledge and/or experience in staff development and training are desirable.

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid State Motor Vehicle Operator's License.

OTHER DUTIES AND RESPONSIBILITIES

Conducts speaking engagements and represents court on committees. Manages contracts with private agencies; Assumes other duties as assigned by the Director of Probation and/or the Judges. At Will Employee, works at the pleasure of the Judges.

SCOPE OF SUPERVISION

Supervision of juveniles in Evening Reporting Center setting.

EQUIPMENT OPERATED

Vehicles; computers; copier, fax machine, telephone, calculator, and other general office equipment; dictating machines; handcuffs & shackles; cell phones; pagers; television; VCR; overhead projector.

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 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.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License.

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.