



## Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



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

**Department:** Intervention Center

**Posting Closing:** Until Filled

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

**Job Type:** Full-time

**Salary:** \$25.38/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**

Support the Creating Opportunities for Resilience and Empowerment (CORE) Program by ensuring youth identified as survivors of commercial sexual exploitation and labor trafficking, receive high quality care and services. Maintain a high standard of case management and direct care services to youth for assigned caseload. Advocate for at risk youth's health and well-being. Complete and provide case details, documentation, assessments, recommendations and reports to Court employees and outside agencies. Responsible for case presentation within a Court setting. Facilitate and participate in treatment team and multi-disciplinary team meetings.

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

### **QUALIFICATIONS**

A Bachelor's Degree from an accredited university in social work, psychology, social justice, sociology, criminal justice, public administration, or other social services related field with a minimum of 2 years related experience. Knowledge of the Safe Harbor and Human Trafficking laws preferred.

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:	<b>Diversion Officer (CORE)</b>
-----------------------	---------------------------------

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	N/A	REPORTS TO	Program Manager
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
PAY GRADE	A16	DEPARTMENT	Intervention

### DISTINGUISHING JOB CHARACTERISTICS

Support the Creating Opportunities for Resilience and Empowerment (CORE) Program by ensuring youth identified as survivors of commercial sexual exploitation and labor trafficking, receive high quality care and services. Maintain a high standard of case management and direct care services to youth for assigned caseload. Advocate for at risk youth's health and well-being. Complete and provide case details, documentation, assessments, recommendations and reports to Court employees and outside agencies. Responsible for case presentation within a Court setting. Facilitate and participate in treatment team and multi-disciplinary team meetings.

**“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.*

Demonstrate competency in the juvenile justice field and the Safe Harbor and Human Trafficking laws.

Supervise a caseload of at risk and indicated trafficked youth.

Provide and oversee case management to commercial sexual exploitation and labor trafficking survivors; collaborate with case managers for safety and treatment planning; assist youth and families with goal setting and achieving successful outcomes; ensure clients are receiving high quality case management and direct care services.

Identify barriers for youth and families, address needs, complete referrals for services and develop case plans.

Foster connections and collaborate with law enforcement, attorneys, health care providers, social service agencies, therapists, case managers, advocacy groups, community-based organizations, schools, Court employees and other various entities to better serve youth and families.

Attend and participate in unofficial and official Court proceedings; organize and participate in case review, treatment team and multi-disciplinary team meetings. May require conducting Administrative Hearings and rendering unofficial orders.

Prepare and present case details, reports, and recommendations to Judges/Magistrates, other Court staff, and to any additional relevant parties involved; conduct interviews and administer assessments.

Demonstrate creative problem solving skills when encountering unusual needs or crisis situations; utilize Motivational Interviewing and Cognitive Behavioral Therapy interventions.

Seek community outreach services to assist families; facilitate skill building groups and specialized programming.

Strive to establish trusting relationships with assigned youth. Encourage youth in various recreational, cultural, educational and therapeutic activities designed to enhance self-esteem, and participate with youth to build relationship and trust.

Conduct and/or transport youth to school, home, community visits, medical screenings, and various appointments as needed.

Attend meetings, trainings and presentations as required.

Input, collect, and provide program data collection for departmental and federal reporting; maintain and analyze various databases.

Implement, revise, and adhere to program policies and procedures.

Observe and collect urinalysis samples to determine if youth is using illicit drugs.

Support the Safe Harbor Coordinator and perform other related duties assigned by the department.

#### OTHER DUTIES AND RESPONSIBILITIES

Cross train in the duties of an Assessment Specialist, Receiving Specialist, and Case Processing Specialist to provide coverage, as needed. Intervention Center employees must be physically capable of taking and qualifying in an unarmed self-defense training biannually. Employees are also required to obtain and maintain certification in C.P.R. & first aid training.

#### SCOPE OF SUPERVISION

None

#### EQUIPMENT OPERATED

Vehicles; computers; 2-way radio, copier, fax machine, telephone, calculator, and other general office equipment; television; overhead projector, handcuffs and shackles. Electronically secured-doors access panel.

#### CONTACTS WITH OTHERS

Juveniles, families, guardians, Juvenile Court staff, including Judges/Magistrates, school officials, doctors, nurses, other hospital employees, social service agencies, victim advocates, community resource providers, law enforcement officers, attorneys, Children Services Division employees, Clergy, teachers, therapists, social workers, and the general public.

CONFIDENTIAL DATA

Adult and juvenile court records and other agency involvement including psychological, mental health and chemical dependency evaluations; case notes; treatment assessments; agency information; CSD case plans; police reports; medical reports; personal information; financial information; birth certificate; social security number; urinalysis results; school records and other agency involvement.

WORKING CONDITIONS

Good office working conditions. Exposure to juvenile offenders in a secure and non-secure setting displaying criminal and/or unruly behaviors. Possible exposure to diseases from contact with adults/juveniles. When working in the field, employee may be exposed to conditions within high crime areas. Possible risk of injury from physical restraint of juveniles. 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 stands and walks. Employee converses verbally with others in person and by telephone. Occasionally requires close, relatively detailed vision when using a computer screen.

The employee may require having physical contact with persons including the physical restraint of juveniles engaged in turbulent behavior. Must be able to lift, drag, push, or pull at least 25 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Juvenile Court system procedure and process; Safe Harbor and Human Trafficking laws; victimization trauma; understanding behaviors and needs of juveniles in this specialized population; case management; community social service agencies and programs; counseling; social work; crisis management and intervention skills; strength based and motivational interviewing.

**Ability to:** Identify safety and risk concerns; problem solve; establish effective and professional relationships with associates and community providers; work independently; exhibit good organizational skills; relate and establish rapport with persons of varying socio-economic backgrounds; empathize and understand victimization trauma and behaviors; maintain current working knowledge of relevant changes in law; perform under stress when confronted with emergency, critical, unusual or dangerous situations; work with clients that may be ambivalent to change; maintain confidentiality of confidential and sensitive information; establish caseload priorities; provide quality case management for high needs youth and families; adhere to policies and procedures.

**Skill in:** Sound judgement; interviewing and assessment techniques, safety planning and case management; motivational interviewing; developing strength based case plans; active and reflective listening; crisis mediation; written and oral communication, prioritizing and completing work on multiple, concurrent tasks or assignments; organizing and maintaining data; building relationship with community providers.

### QUALIFICATIONS

A Bachelor's Degree from an accredited university in social work, psychology, social justice, sociology, criminal justice, public administration, or other social services related field with a minimum of 2 years related experience. Knowledge of the Safe Harbor and Human Trafficking laws preferred.

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. Valid car 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.**