



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Diversion Supervisor

Department: Intervention Center

Posting Closing: Until Filled

Position Location: 380 W. 2nd St Dayton, OH 45422

Job Type: Full-time

Salary: \$28.78/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

Oversees the daily operations of the Intervention Center's Sexually Oriented Diversion Approach (SODA) Program and 10 & Under Program. Supervises staff, develops policies/procedures, monitors caseloads, ensures case management standards are upheld, and administers evaluations and discipline when appropriate. Conducts sex offender assessments on youth who are referred to the SODA Program. Knowledge of sex offense laws within the Ohio Revised Code. Maintains databases, ODYS spreadsheets, and reports statistical data. Works closely with youth/family, Judge/Magistrate, victim(s), and community providers. Serves as a Court resource for the SODA and 10 & Under Programs, conducts meetings, trainings, presentations, and ODYS site visits as required. This position is grant funded by the Department of Youth Services.

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

QUALIFICATIONS

Master's Degree in criminal justice, social work, psychology, or a related field with a minimum of five years related experience preferred. Or a Bachelor's Degree in criminal justice, social work, psychology, or a related field with ten years' experience working with juveniles. Combination of experience and education may be substituted for a Master's Degree. Preferred experience to include intensive case management, licensure in Social Work or Professional Counseling (LSW or LPC), and two to five years' experience in a supervisory role. 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.

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: Diversion Supervisor

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE		REPORTS TO	Intervention Center Manager
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week (variable)
PAY GRADE	A20	DEPARTMENT	Intervention Center

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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.

An employee assigned to this classification demonstrates competency in the juvenile justice field and laws involving sex offenses within the Ohio Revised Code.

Oversee and supervise the SODA Program and the 10 & Under Program.

Provide direct supervision to SODA Diversion Officers and 10 & Under Care Coordinators, who provide a high level of supervision, programming and sanctions to families involved in the programs. Provide indirect supervision to the Intervention Center departmental staff.

Conduct sex offender assessments on youth who have problematic sexual behavior, update existing sex offender assessments and recommendations, as needed.

Provide guidance, direction, and problem solving with case movement and planning.

Provide ongoing feedback regarding staff development and performance. Conduct and document staff's monthly case conferences and evaluations.

Ensure youth and families are properly monitored and receiving appropriate services by Court staff.

Work collaboratively with staff to develop strength based case plans; review and approve written reports and Court recommendations.

Develop, identify and address safety planning and community safety concerns.

Process, distribute, and assign cases within programs.

Coordinate and lead meetings with Court staff, mental health provider, child protective services, community agencies and any other social service providers.

Promote and mentor staff in the application and use of the Strength Based Philosophy in interacting with youth and families.

Maintain, analyze, and provide statistical programming data for the Court and ODYS grant.

Conduct and/or participate in meetings, trainings, presentations, ODYS site visits as required; serve on committees.

Review, approve, and present Court reports, case file information, and recommendations to Judge/Magistrate in a formal setting.

Assist with school, home, and community visits as needed.

Intervene in crisis situations when needed.

Continue to seek and establish community outreach services; ongoing program development; maintain ODYS program grant development and certifications.

SCOPE OF SUPERVISION

SODA Diversion Officers, 10 & Under Care Coordinators, Intervention Staff, Case supervision of parents/juveniles and other programming related to the SODA Program and 10 & Under Program.

EQUIPMENT OPERATED

Vehicles; computers; 2-way radio, copier, fax machine, telephone, calculator, and other general office equipment; dictating machines; handcuffs & shackles; cell phones; television; overhead projector. Electronic home monitoring equipment; video surveillance equipment; electronically secured-doors access panel

CONTACTS WITH OTHERS

Juveniles; parents/guardians, families; Judge/Magistrate; attorneys; GAL, school officials, counselors; community resource providers; law enforcement officers; victims; victim advocates, other courts; Judges and/or Magistrates; Children's Services Division employees; foster parents, residential facilities, Department of Human Services; social worker; general public; DMHA staff; doctors/nurses and other Court staff.

CONFIDENTIAL DATA

Adult/juvenile records and other agency involvement including sex offender, psychological, mental health and chemical dependency evaluations; case notes; treatment assessments; agency information; safety plans, CSD case plans; police reports; victim information and reports, medical reports; personal and financial information; birth certificate; social security number; urinalysis results; school records; CIR; OYAS. Court employee files, evaluations, and development.

WORKING CONDITIONS

Good office working conditions; exposure to juvenile offenders in a secure and non-secure setting displaying criminal and/or unruly behaviors; collection of urinalysis samples; possible exposure to risk of injury from physical restraint and assault. When working in the field, employee is exposed to conditions within homes and high crime area. 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 position, the employee frequently sits for extended periods of time, stands and walks. Employee converses verbally with others in person, email and by telephone. Occasionally requires close, relatively details vision when using a computer screen. The employee will be required to have physical contact with persons including the physical restraint of juveniles engaged in violent or turbulent behavior. Must be able to lift, drag, push, or pull at least 25 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Leadership principles; Juvenile Court System procedure and process; sex offense laws, sexualized behavior treatment, risk level, sex offender assessment, understanding special needs of juveniles (including 10 years of age and under); community social service agencies and programs; crisis intervention; strength based and motivational interviewing; effective team building techniques; and ODYS grant development/guidelines.

Ability to: Apply leadership principles to practical work situations; supervise and motivate staff; identify safety concerns, maintain good public relations as a Court representative; establish and maintain effective work relationships with internal and external professionals; 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 clients that may be ambivalent to change; maintain confidentiality of confidential and sensitive information; establish caseload priorities; maintain knowledge of relevant changes in law.

Skill in: Leadership; supervisory skills; program development; sound judgement; sex offender assessments, safety planning and case management, professional and knowledgeable presentation in a Court setting; time management, organization; immediate assessment; needs assessment; direction of intervention strategies; motivational interviewing, developing strength based case plans; active and reflective listening; crisis mediation; completing statistical and essay reports; data input; operation of computer; preparing reports.

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Juvenile Sexual Offending Counselor Certification is required within 1 year of hire. Training for the certification will be provided by the Court.

LICENSURE OR CERTIFICATION REQUIREMENTS

Juvenile Sexual Offending Counselor Certification; State Motor Vehicle Operator's License; Valid car insurance.