



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Residential Clinical Coordinator

Department: CAS/NRTC

Posting Closing: Until Filled

Position Location: 333 Access Rd New Lebanon, OH 45345 and 593 Infirmary Rd Dayton, OH 45417

Job Type: Full-time

Salary: \$67,499.12 - \$82,028.31/ Annually

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

Coordinates the admission of youth to the facility working in conjunction with all agencies involved in the process; Oversees clinical services and contract provider services to felony offenders and joining with clients to establish an environment of change. Conducts clinical intake assessments on youth and families; prepares clinical reports with recommendations for the court and the treatment team

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

QUALIFICATIONS

Master's Degree in Social Work or Counseling required. Licensed Independent Social Worker (LISW) / Licensed Professional Clinical Counselor (LPCC) required.

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:	Residential Clinical Coordinator
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FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	CAS and NRTC	REPORTS TO	Director of Residential Services
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
PAY GRADE	A21		

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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.

The principal responsibility of this position is to provide clinical oversight of services provided for youth in residential treatment at CAS and NRTC.

Seeks new partnerships to provide relevant programming to youth served. Works closely with the facility Director's in the coordination of programming and services.

This person will oversee the treatment of emotional and behavioral problems under supervision specified by licensure. This person is responsible for the clinical record and collaboration with other providers including Courts, contract providers, facilities, and licensing agencies.

Plans and administers programs for youth and evaluates and recommends program improvements to facility Directors.

Provide clinical assessments at time of admission as needed by facilities for specific program admissions.

Provides direction and guidance to treatment team members in the planning and implementation of treatment goals and objectives.

Participates in treatment team meetings to monitor performance and adherence to standards of treatment delivery.

Provides direction and guidance to treatment team members on identification of and referral to community resources that provide services of value to the juveniles in the program as they transition to aftercare services.

Completes lethality assessments/reassessments according to policy for suicidal and self-harming individuals

Utilize techniques consistent with standards in the field and supported by clinical research, using evidence-based practices established by the agency, consistent with ethical/procedural standards and within the scope of practice as specified by education and licensure.

Responds to emergency situations and/or requests for participation in particularly difficult and complex cases.

Follows relevant standards for privacy and confidentiality.

Makes sound, independent, cooperative and ethical decisions that maintain workflow; prioritizes and uses time effectively.

Demonstrates creative problem-solving skills and resourcefulness related to unforeseen difficulties and has the ability to develop new ideas and handle unusual situations.

Returns phone calls within 24 hours and responds to emails in a timely fashion. Responds to all communication professionally and appropriately. Provides excellent customer service to enhance the overall satisfaction of all staff, supervisors, stakeholders and consumers.

Exhibits a willingness to cooperate, internally and with external providers to accomplish tasks utilizing conflict resolution appropriately.

Ability to complete assignments on time and demonstrates reliability and dependability.

Adheres to all applicable agency policies and procedures, code of ethics and report any unethical conduct.

Provides clinical supervision for various groups, such as 7-Challenge ran within Juvenile Court departments. Provides group observations and quality assurance at CAS and NRTC.

Utilizes volunteers and college interns to supplement juvenile offender programming efforts. Serves as mentor and coordinator for volunteers and interns assigned to the facilities.

OTHER DUTIES AND RESPONSIBILITIES

Makes speaking engagements and represents court on committees.

SCOPE OF SUPERVISION

None

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.

CONTACTS WITH OTHERS

Juveniles; parents, families and guardians; Attorneys; school officials, teachers, counselors and staff; community social service and treatment providers; law enforcement officers; victims; other courts; Judges; Bailiffs; Children's Services; Department of Human Services; Universities, Community Volunteer Networks, Specific Treatment providers relevant to specialization, 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 bloodborne 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 includes normal vision requirements but can include occasional viewing of computer screen requiring close focus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: clinical assessment protocols; group facilitation principles with a high degree of specialization in one or more of the following disciplines; drugs, alcohol, gender specific, sex offender, mental health, learning disabled or other specialized area; must have a demonstrated level of competency with Juvenile Court System, procedure and processes; counseling; social work; corrections; Ohio Revised Code as it pertains to probation/parole functions; criminal justice system; universal precautions for control of bloodborne pathogens; programming and community resources; family structure and issues.

Ability to: complete clinical assessments, demonstrate competency of group facilitation in specialized area; maintain good public 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: clinical assessments; group facilitation; 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.

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Master's Degree in Social Work or Counseling required. Licensed Independent Social Worker (LISW) / Licensed Professional Clinical Counselor (LPCC) required.

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LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License; Licensed Independent Social Worker (LISW); First Aid/CPR; Crisis Prevention Intervention (CPI); LPCC

All the above duties and responsibilities are essential job functions. All job requirements listed indicated the minimum level of knowledge, skills and / or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

NOTE: MUST HAVE A VALID OHIO DRIVER'S LICENSE

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.

Staff Signature _____ Date _____