



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Diversion Officer

Department: Intervention

Posting Closing: Until Filled

Position Location: 380 W. 2nd 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 and Personal Leave;

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Conducts unofficial Administrative Hearings with alleged unruly/delinquent youth and renders unofficial dispositions. The employee is expected to maintain a high standard of case management and involvement with youth and families for assigned caseload. The employee completes and provides information, documentation and reports, administers sanctions, refers youth and families for treatment and services. The employee is responsible for case presentation within a Court setting.

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

QUALIFICATIONS

Bachelor's Degree in social work, psychology, sociology, criminal justice or related field with a minimum of 2 years case management or related 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.

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 Officer

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
WORK SCHEDULE	40 hours per week	DEPARTMENT	Intervention Center
	8:30a-4:30p	REPORTS TO	Manager(s)/Director
	Evenings possibly required	PAY GRADE	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.

Schedule and conduct Administrative Hearings and render unofficial dispositional orders.

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

Collaborate with other Court employees, community providers, attorneys, school officials, social service agencies, therapists, and other various entities to better serve children and families.

Monitor and supervise assigned diversion caseload. Ensure parents and juveniles adhere to unofficial orders, case plans, community agency services, and official Court orders.

Document and maintain case management information on each case and prepare informal/formal reports for Court handling.

Prepare and present case details, reports, risk assessments and recommendations to the Judge/Magistrate in a formal Court hearing.

Demonstrate creative problem solving skills when encountering unusual needs or crisis situations.

Engage and motivate youth and family through Motivational Interviewing and CBT interventions.

Conduct school, home, and community visits.

Continue to seek and establish community outreach services to assist families.

Supervise, mentor, and participate with youth in various recreational, cultural, educational and therapeutic activities designed to enhance self-esteem, and positive relationships.

Facilitate skill building and/or aggression replacement training groups.

Conduct collection and storage of urine samples for drug testing

OTHER DUTIES AND RESPONSIBILITIES

Cross train in the duties of Case Processing Specialist, Receiving Specialist and Assessment Specialists for needed shift coverage.

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; dictating machines; handcuffs & shackles; television; overhead projector. Electronic home monitoring equipment; video surveillance equipment; electronically secured-doors access panel.

CONTACTS WITH OTHERS

Juveniles; parents, families and guardians; attorneys; school officials, special education staff, attendance officers; community social service and treatment providers; law enforcement officers; victims; Court employees and other courts; doctors; Judges and/or Magistrates; Children Services Division employees; Department of Human Services; general public.

CONFIDENTIAL DATA

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

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 job, the employee frequently sits for extended periods of time, and stands and walks. Employee converses verbally with others in person, email, and by telephone. Occasionally requires close, relatively detailed 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. 3 of 3

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile Court system procedure and process; crisis intervention; community resources and programs; youth delinquent behavior issues; Court system operations, policy and standards; community social service agencies and programs; criminal justice system; strength based and motivational interviewing; computer and databases; case flow process.

Ability to: Relate with persons of varying socio-economic backgrounds; maintain current working knowledge of relevant changes in law; work independently; exercise sound judgement in making recommendations to the Judge/Magistrate; establish and maintain effective work relationships with associates and job contacts; work with clients that may be ambivalent to change; maintain confidentiality; perform crisis intervention; establish caseload priorities.

Skill in: Assessing needs and developing case plans for adults/juvenile; verbal and written communication; mediation skills; active and reflective listening; crisis; compiling and presenting information in report form; data input; operation of computer; implementing cognitive behavior intervention and motivational interviewing.

QUALIFICATIONS

Bachelor's Degree in social work, psychology, sociology, criminal justice or related field with a minimum of 2 years case management or related experience. Ability to pass a criminal background check.

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LICENSURE OR CERTIFICATION REQUIREMENTS

Valid Ohio Driver's License and car insurance required

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.