



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Specialized Education Probation Officer IV

Department: Probation

Posting Closing: Until Filled

Position Location: 3501 Merrimac Ave Dayton, OH 45405

Job Type: Full-time

Salary: \$25.44/hr

Shift: 8:30AM - 4:30PM (4 Days a Week), 11:00AM-7:00PM (1 Day a week)

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

Specialized Education Probation Officer IV will receive specialized training to provide individualized assessment, Strength-Based/Family-Centered case planning and management, and effective supervision. Works closely with parents, guardians and school personnel in enforcing regular school attendance, behavior and school performance, screen and advocate for special education and disability needs, as well as compliance with all other terms of probation. The primary objective of these services is to increase the opportunity for the probationers and /or at risk youth to achieve academic success, and to empower and support parents to become the primary change agent for their children.

The Juvenile Probation Officer IV also performs the duties of Juvenile Probation Officer II, and provides training to Probation Officers, interns and volunteers. Employee may occasionally have to travel out of state, and will respond to emergency situations during off-hours.

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

QUALIFICATIONS

Bachelor’s degree in special education, psychology, sociology, criminal justice, social work, or related field with 3 years’ experience in the juvenile justice system and/or education system; Demonstrate skill and expertise in a special education pertinent to Juvenile Justice; Completion of 50 hours training per year in the field of expertise; A Master’s Degree may be substituted for up to two years’ experience at the Director’s discretion.

A minimum three years of experience serving youth who are at risk of school failure.

Strong understanding of federal and state special education laws pertaining to IEP development and compliance.

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.



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



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

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Specialized Education Probation Officer IV

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
WORK SCHEDULE	40 hours per week	DEPARTMENT	Probation Services
PAY GRADE	A23	REPORTS TO	Juvenile Probation Supervisor

DISTINGUISHING JOB CHARACTERISTICS

Specialized Education Probation Officer IV will receive and provide specialized training to provide individualized assessment, Strength-Based/Family-Centered case planning and management, and effective supervision. Works closely with parents, guardians and school personnel in enforcing regular school attendance, behavior and school performance, screen and advocate for special education and disability needs, as well as compliance with all other terms of probation. The primary objective of these services is to increase the opportunity for the probationers and /or at risk youth to achieve academic success, and to empower and support parents to become the primary change agent for their children.

The Juvenile Probation Officer IV also performs the duties of Juvenile Probation Officer II, supports Probation Intake with admissions and investigations, and provides training to Probation Officers, interns and volunteers. Employee may occasionally have to travel out of state, and will respond to emergency situations during off-hours.

“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.

Performs juvenile probation responsibilities, and demonstrates competency in specialty area. Monitors and supervises youth to ensure compliance with Court ordered probation terms and conditions. Develops and implements case plans, and monitors youth’s compliance. Keeps Court informed of progress through written reports and Court appearances, and confers with youth and family concerning progress, problems and issues in meeting treatment goals. Intervenes in crisis situations and determines need for parenting education. Success in this role will be demonstrated by the ability to support students adapt to the current learning environment in their own ways while also completing court/probation objectives successfully.

Specifically these duties would include but not be limited to:

Serve as a coach and resource between teachers, parents, assigned youth, school counselors, special education personnel, school districts of residence, support staff and the community regarding educational programs, services and various youth issues; assist in coordinating and arranging various programs and services to meet the needs of assigned youth.

Provide outreach, liaison and guidance services to assist in resolving student issues and problems in areas such as attendance, academics, behavior and health; work with parents, teachers and others in developing and implementing strategies, goals and objectives for resolving youth issues.

Serve as an informational resource to parents, staff and others concerning school programs, services, attendance issues and other matters; respond to inquiries and provide information concerning related activities, standards, guidelines, practices, goals, objectives, processes, policies and procedures.

Meet, confer with, and interview parents in the identification of family needs and issues; provide information and materials to parents to assist in the location and utilization of school and community services and resources; refer parents to school services or community resources as appropriate.

Compose, distribute and respond to a variety of correspondence related to assigned youth/family and support services; initiate and receive telephone calls; make home visits (announced and unannounced); schedule and arrange various youth, parent and other appointments as assigned.

Contact parents to discuss youth needs, issues and progress and provide assistance in meeting goals and objectives; follow up on youth issues, progress and problems with staff, teachers and others to assure needs are being met.

Establish and maintain partnerships with community agencies to facilitate and enhance support services for court-involved youth.

Arrange, schedule and request parent participation in conferences, meetings and other activities; encourage parent participation in various school and community programs and services.

Review student records in the identification and monitoring of student attendance and academic issues as assigned by the position; prepare and update court documentation as required.

Assist in coordinating and arranging various programs and services to meet the needs of youth and parents/guardians. Assist with coordinating and arranging assessments tests as needed; interpret reports and disseminate as needed. Assist with Probation Intake completing admissions, Initial Interviews, investigations, case management, and case transfers.

Contact community agencies to provide information and follow up on referrals. Maintain various records related to assigned activities. Attend and participate in various meetings as assigned.

Provide training to interns and volunteers regarding job duties and responsibilities, and trains and provides resources for probation officers regarding specialty area. Acts as resource for Department and Court in specialized area.

SPECIALIZED KNOWLEDGE: This specialized area of knowledge would include: General principles, practices and techniques of providing educational assistance to families. Community and school resources, services and programs related to the needs of identified families. Basic interviewing and advisement techniques. Diverse academic, socioeconomic, cultural and ethnic backgrounds of identified students and families. Problems and concerns of identified students. Oral and written communication skills. Modern office practices, procedures and equipment. Interpersonal skills using tact, patience and courtesy. Correct English usage, grammar, spelling, punctuation and vocabulary. Operation of a computer and assigned software. Record-keeping and filing techniques. Basic public relations techniques.

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

Strong understanding of federal and state special education laws pertaining to Individualized Education Program (IEP) development and compliance.

Analyze data, administer risk assessments, prepare written reports and make recommendations concerning disposition of cases.

Attend court hearings to present Social History information, describe youth's behavior and performance, and provide updates to assist the Judge or referee in making most appropriate disposition. Completes dispositional investigation reports.

Establish and maintains effective relationships with internal court programs, social service agencies and community resources, makes referrals when appropriate and follows up with treatment progress, problems and issues in coordination with treatment agency.

Prepare requests for summons and warrants, effecting delivery of service when appropriate.

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

OTHER DUTIES AND RESPONSIBILITIES

Attend speaking engagements and represents Court on committees; Keep abreast of new developments in the field of education by reading journals and publications, attending professional meetings and seminars and discussing problems of mutual interest with others in the field; Collaborate with Court neuropsychologist as needed to help identify and/or implement recommendations from evaluations.

SCOPE OF SUPERVISION

Supervision of adolescent youth.

EQUIPMENT OPERATED

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; Drive a vehicle to conduct work; Safely administer handcuffs & shackles.

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 with possible interruptions. 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: juvenile probation services with a high degree of specialization in special education processes; 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 functions; criminal justice system; universal precautions for control of bloodborne pathogens; programming and community resources; family structure and issues

Ability to: demonstrate competency as Probation Officer and 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; read and comprehend education assessments such as neuropsychological reports, school psychological reports, 504 Plans and Individualized Education Program(s).

Skill in: 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.

QUALIFICATIONS

Bachelor's degree in special education, psychology, sociology, criminal justice, social work, or related field with 3 years experience in the juvenile justice system and/or education system. Demonstrated skill and expertise in a special education pertinent to Juvenile Justice. Completion of 50 hours training per year in the field of expertise. A Master's Degree may be substituted for up to two years experience at the Director's discretion.

A minimum three years of experience serving youth who are at risk of school failure.

Strong understanding of federal and state special education laws pertaining to IEP development and compliance.

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. Specialized field may require licensure or certification.

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.

Employee Signature: _____

Date: _____