



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Youth Specialist II

**Department:** CAS

**Posting Closing:** Until Filled

**Position Location:** 333 Access Rd., New Lebanon, OH 45345

**Job Type:** Part-time

**Salary:** \$21.69/hr

**Shift:** Varies with rotating weekends

### DISTINGUISHING JOB CHARACTERISTICS

Responsible to provide supervision and manage delinquent youthful offenders, in a secure residential correctional/treatment facility, consistent with established program objectives, policies, procedures and generally acceptable practices. This shall be accomplished through active participation and interaction with youth, role modeling, relationship building, teaching, and counseling and by providing reasonable discipline, structure and guidance. This is a twenty-four hour; seven days per week, continuous program which requires individuals in this role to work assigned shifts during the weekdays, weekend days, and holidays in order to fulfill essential duties and responsibilities.

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

### QUALIFICATIONS

High School diploma or GED degree in human services field and three years experience working with at-risk-youth. General knowledge of behavior theories and treatment models appropriate to a delinquent population. Knowledge of safety and security practices within an institutional environment. Ability to pass a criminal background check.

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: Youth Specialist II (CAS)

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Part-time
DEPARTMENT	CAS	REPORTS TO	Youth Specialist Supervisor
PAY GRADE	A13	WORK SCHEDULE	40 hours per week shift schedule

### DISTINGUISHING JOB CHARACTERISTICS

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

Supervises and monitors youth detained in a residential corrections facility in accordance with established procedures, process and requirements.

Maintains and enforces security procedures, and ensures safety and security of both youth and staff. Resolves differences and disagreements among youths, and intervenes in youth altercations. Helps restrain youths and deals with behavior problems as necessary in accordance with prescribed guidelines. Conducts searches of youth and rooms to locate contraband, and conducts night perimeter checks to identify unusual situations and ensure building security.

Observes youth behavior and maintains awareness of juvenile's emotional and physical needs. Watches for the following: signs of depression, suicide, disturbances, escape plans and other problems and issues. Maintain group control. Controls noise level, behavior, and diffuses potentially escalating situations through application of verbal and non-verbal deescalating techniques.

Provide therapeutic environment that promotes accountability and appropriate consequences for delinquent behavior. Exposes youth to adaptive and social skills training, and teaches and mentors responsibility and self-control. Ensures youth attend required educational classes.

Completion of Behavior Observation logs reflecting juvenile's behavior, problems, visitations, isolations, restrictions, interaction with peers, and other issues. Completes incident reports, damage reports, emergency medical reports and other records. Recommends discipline and completes juvenile disciplinary reports.

Conducts group sessions to help establish peer communication and understanding, and to explore alternatives to delinquent behavior. Encourages youth to assume responsibility for actions, and develop self-esteem. Assists youth in dealing with peer and societal pressures, and familial issues. Guides youth in developing school, home and social skills, and assists in formulating life objectives.

Maintains communication with "off-going shift" Youth Specialists to discuss youth problems, incidences and other issues to ensure understanding of youth issues and needs, and maintain security.

Operates vehicle to transport youth to and from hospital, medical appointments, activities, programs and other locations. Escorts youth to school classes.

Monitors visitation and maintains log reflecting names of visitors, juvenile visited and related information. Observes visitors and monitors physical contact between youth and visitor to maintain facility security. Confers with parents and guardians to provide feedback and solicit information pertaining to youth problems, issues and needs.

Admits youth to facility. Searches youth for contraband, requires youth to shower, and provides youth with personal necessities. Conducts initial orientation and attitude testing to assess youth's mental, emotional and academic status. Explains facility rules and regulations, and provides juveniles with a handbook to guide behavior and document understanding.

Provides for youths basic physical needs. Launders clothes, bedding and other items. Folds clothing, blankets, sheets, towels, and other items and returns to proper unit.

Provides CPR and first aide as necessary, and contacts medical personnel to provide professional medical care in serious emergency situations. Accompanies youth to hospital to maintain security and youth well-being.

Perform other duties as assigned.

## SCOPE OF SUPERVISION

Supervise 10-15 youth in a secure environment.

## EQUIPMENT OPERATED

Vehicle, computer, copier, telephone and other standard office equipment; clothes washer and dryer; laundry cart; general household equipment; gym equipment; TV; VCR; keys; handcuffs; shackles; walkie-talkie.

## CONTACTS WITH OTHERS

Juveniles; crises care workers; youths' families; legal guardians; clergy; interns; law enforcement officers; Public Defenders; Prosecutors; Probation & Parole Officers; Judges; Magistrates; Social Workers; counselors & therapists; Doctors; Teachers; Intervention staff; Children Service Workers; volunteers.

## CONFIDENTIAL DATA

Juvenile records; juvenile medical records; Court records; educational records; Youth Behavior Logs.

## WORKING CONDITIONS

Good general working conditions but with occasional exposure to outside weather conditions when transporting youth or supervising outside activities. Possible exposure to assaults from youth. Possible exposure to blood, urine and other bodily fluids. Job requires employee to make physical contact with youth for the purposes of restraining, transporting, etc.

## 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 normally must be able to walk through the facility, perform light physical labor, and may occasionally have to physically restrain and control persons of varying weights and strengths, for short and prolonged periods. The employee typically traverses up and down stairs, stands for one or two hours at a time, bending, walking and running. The employee may occasionally drag weights up to 175 pounds, and lift heavy objects up to 25 pounds. The employee commonly uses usual vision demands and must normally be able to converse verbally with the youth, visitors, family members, general public and others, and to hear. The employee may occasionally sit in and operate a vehicle for variable periods of time.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** facility rules, regulations and policy; laws related to detention operations; basic psychology and human relations; societal & familial issues; group dynamics; crisis intervention process and techniques; counseling techniques; security and safety precautions.

**Ability to:** apply regulatory requirements to practical situations; empathize with youths' problems and serve as role model; post information accurately and legibly to written record; deal and communicate effectively with youth; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter; exercise sound judgement in making fair but firm decisions; work in a locked environment.; physically restrain an individual.

**Skill in:** first aid; CPR; listening; crisis intervention; mediation; verbal and written communication; observation; mediating differences between youth; adding, subtracting, multiplying and dividing whole numbers; reading. Completion of written reports and operation of a computer.

## QUALIFICATIONS

High School diploma or associates degree in human services field and three years experience working with at-risk-youth Preferred. General knowledge of behavior theories and treatment models appropriate to a delinquent population. Knowledge of safety and security practices within an institutional environment. 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.

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:** \_\_\_\_\_