



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Family Treatment Court Supervisor (FTC)

**Department:** Probation

**Posting Closing:** October 11, 2024

**Position Location:** 3501 Merrimac Ave Dayton, OH 45405

**Job Type:** Full-time

**Salary:** \$58,406.40/Annually

**Shift:** M-F; 4 Days 9:30am – 4:30pm; 1 Day 11am – 7pm

### **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**

Provides leadership within Family Treatment Court (FTC) in supporting staff and coordinating and facilitating departmental and unit activities. Performs supervisory duties specific to assigned unit.

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

### **QUALIFICATIONS**

A Masters Degree in social work, education or related field with over five years’ experience working with high risk families, including 2 years’ experience in a supervisory role preferred. A Bachelor’s Degree with ten years of experience working with high risk families and human behavioral dynamics, five years of which must be in a supervisory role, may be substituted for a Masters Degree.

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](mailto:hr@mcjcoho.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

**CLASSIFICATION TITLE:** Family Treatment Court Supervisor

<b>FLSA STATUS</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>DEPARTMENT</b>	Probation Services	<b>REPORTS TO</b>	Probation Manager
<b>PAY GRADE</b>	A25	<b>WORK SCHEDULE</b>	40 hours per week (Variable)
<b>CIVIL SERVICE STATUS</b>	Unclassified		

#### DISTINGUISHING JOB CHARACTERISTICS

Provides leadership within Family Treatment Court (FTC) in supporting staff and coordinating and facilitating departmental and unit activities. Performs supervisory duties specific to assigned unit.

#### 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 FTC Supervisor is responsible for planning, implementation, and operation of the Family Treatment Court Docket, including application to the Specialized Docket Standards Committee of the Supreme Court of Ohio for program certification. The Supervisor acts as the liaison between the Court, community partners, the Supreme Court of Ohio, Children's Services, and other treatment agencies. The Supervisor manages all referrals to the program and to community partners for assessment, treatment, and clinical services. Oversees daily activities required for maintenance of the organization's docket files and records. Prepares and submits program statistical data, explores grant opportunities, and monitors program reports as required by the Court and program funding sources. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

Promotes and mentors staff in the application and use of motivational interviewing in interacting with youth and families. Under the Direction of the Probation Administration, mentors new employees, interns, and court personnel.

Completes various operational reports and records including detained report, case overage report, monthly assignment/closings report, intern reports, special incident reports, self-insurance reports, and any other upon request.

Oversee, coordinate, and administer the Family Treatment Court Program.

- Facilitate collaboration between service providers and other key participants on matters relating to case management, process and procedures.
- Develop database and collection methods for statistical information relevant to Participants to assist the Judge.
- Assist with implementation of grant funded Family Treatment Court projects and maintain data required for submission of mandatory reports to funding sources.

- Attend off-site meetings and provide support to staff and collaborative partners assigned to Family Treatment Court.
- Assist with Deputy Clerk's scheduling, County Prosecutor, Public Defender and/or Defense Counsel, community partners, and the Court with reviewing referrals and preparation of the Family Treatment Court dockets.
- Prepare and review compliance and status reports for all Court proceedings.
- Responsible for complying with the Supreme Court of Ohio Specialized Docket Section certification process including submission of initial/maintenance applications, scheduling and participating in site visits, and create submission, and maintenance of all program specific materials and documents.
- Attend and report statistical information to the Juvenile Court Family Treatment Court Advisory Board.
- Develop written policies, procedures and performance standards for the program.
- Facilitate specialty docket review sessions(s), participate in developing program budget, and monitoring program resources and expenditures.
- Negotiates any needed service agreements or Memorandums of Understanding and monitors the provision of all services program participants receive.
- Responsible for the case management of each participant in the program.

#### OTHER DUTIES AND RESPONSIBILITIES

Other related duties as required by supervisor.

#### SCOPE OF SUPERVISION

FTC Case Managers

#### EQUIPMENT OPERATED

Computer; copier, fax machine, telephone and other general office equipment.

#### CONTACTS WITH OTHERS

Children Service staff; school personnel; social agency staff; law enforcement officers; parents; probationers; victims; university practicum advisors; maintenance workers.

#### CONFIDENTIAL DATA

Psychological reports; school reports; social history reports; risks/needs evaluation reports on clients; DIR; ORAS; CSD records; sexual offender reports; diagnostic assessments.

#### WORKING CONDITIONS

Good working conditions when working in the office. When occasionally working in the field, employee is exposed to conditions within participants' homes and high crime areas. Possibility of exposure to hepatitis and bloodborne disease from contacts with participants 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 position, the employee frequently sits for extended periods of time, and occasionally stands and walks. Position 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:** Leadership principles; Juvenile Court system procedure and process; counseling; social work; Juvenile Probation Best Practice; corrections; Ohio Revised Code as it pertains to probation functions; substance use disorders and related treatment; criminal justice system; universal precautions for control of bloodborne pathogens; programming and community resources; family structure and issues; effective team building techniques.

**Ability to:** apply leadership principles to practical work situations; maintain good public relations as Court representative; establish and maintain effective work relationships with internal and external clientele; establish rapport with families 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.

**Skill in:** leadership; time management, organization; immediate assessment; needs assessment; direction of intervention strategies; motivational interviewing, developing strength based case plans; family members and others; active and reflective 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

A Master's Degree in social work, education or related field with over five years' experience working with high risk families, including 2 years' experience in a supervisory role preferred. A Bachelor's Degree with ten years of experience working with high risk families and human behavioral dynamics, five years of which must be in a supervisory role, may be substituted for a Master's Degree.

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

Ohio Chemical Dependency Licensure (preferred) and 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:** \_\_\_\_\_