



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: JDAI Coordinator

Department: Community Impact

Posting Closing: November 15, 2024

Position Location: 380 W. 2nd St Dayton, OH 45422

Job Type: Full-time

Salary: \$65,852.80/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 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

Works closely with Juvenile Court Judges, Magistrates and Departmental leaders to implement and maintain the Juvenile Detention Alternatives Initiative (JDAI) model. Responsible for the formal JDAI Collaborative team consisting of Juvenile Court staff and collaborative community stakeholders. Ensures the Collaborative meets regularly. Represents Montgomery County Juvenile Court in state wide JDAI efforts.

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

QUALIFICATIONS

A Master’s degree in Criminal Justice or other related field is preferred. A Bachelor’s degree in Criminal Justice or related field, with a minimum five (5) years’ experience in Juvenile Justice is 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

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

Classification Title:	Juvenile Detention Alternative Initiative (JDAI) Coordinator
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DEPARTMENT	Community Impact	EMPLOYMENT STATUS	Full-time
FLSA STATUS	Exempt	REPORTS TO	Director of Community Impact
PAY GRADE	A26	WORK SCHEDULE	40 Hours per week

DISTINGUISHING JOB CHARACTERISTICS

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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.

Leads the JDAI Collaborative, establishing and overseeing the working of sub-committees (objective admission policy; data collection; alternatives to detention; case processing; special detention cases; reducing ethnic disparities).

Acts as the community liaison, training and teaching community partners how components of the JDAI will interact with their specific departments.

Works with Court Department Directors to ensure tracking of agreed upon data is correctly entered for collection purposes.

Collaborates with Juvenile Court Judges and Court Directors to develop JDAI philosophical changes to programs and service delivery.

Provides oversight and guidance to the Juvenile Court’s Race, Equity and Inclusion efforts.

Responsible for extensive data collection, data tracking, data analysis and reporting in various formats.

REV: 11/1/2024

Responsible for attendance at JDAI State Executive meetings, as well as state JDAI Coordinator meetings.

Tracks, monitors and reports to ODYS all Firearm Related Offenses;

Compiles and maintains data spreadsheets on various Departmental data;

All other duties assigned.

SCOPE OF SUPERVISION

Diversity, Equity and Inclusion Officer

EQUIPMENT OPERATED

Computer, telephone, copier, and other general office equipment.

CONTACTS WITH OTHERS

Judges; Magistrates; attorneys; Court staff; law enforcement officers; general public.

CONFIDENTIAL DATA

Employees who work for the Court hold a position of trust, and each has access to confidential information. Every employee is expected to recognize the responsibilities entrusted to him or her in preserving the security and confidentiality of this information.

WORKING CONDITIONS

Good office working conditions.

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. Employee converses verbally with others in person and by telephone. Job occasionally requires close, relatively detailed vision demands when entering data and viewing a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: JDAI Core strategies; juvenile court processes and community agencies and resources.

Ability to: work professionally with court staff; community agencies, attorneys and state executives; represent the Court’s philosophy and work with stakeholders to ensure their understanding; collaborate with community agencies to ensure all voices are included in the JDAI process; cooperate with others and work as a member of a team.

Skill in: written and verbal communication; training and collaboration; data collection and reporting.

QUALIFICATIONS

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LICENSURE OR CERTIFICATION REQUIREMENTS

Employee must possess a valid State of Ohio drivers’ license and proof of automobile insurance.

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: _____