



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Diversity, Equity and Inclusion Coordinator

**Department:** Community Impact

**Posting Closing:** Until Filled

**Position Location:** 380 W. 2<sup>nd</sup> St Dayton, OH 45422

**Job Type:** Full-time

**Salary:** \$58,225.77

**Shift:** 1<sup>st</sup> with evenings and weekends possibly required

### **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**

The Race, Equity, and Inclusion Coordinator will lead the Court's commitment to diversity, equity, and inclusion by advancing strategies to address and reduce disparities. Building on the Juvenile Detention Alternatives Initiative (JDAI), this role focuses on eliminating biases and improving outcomes for youth and families, particularly those from marginalized communities by working closely with stakeholders, community, local law enforcements, school representatives, and other agencies.

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

### **QUALIFICATIONS**

A Bachelor's Degree in social justice, sociology, social anthropology, public administration, human resource management, or a related field is required. A Master's Degree in Public Administration, Diversity and Equity, Urban Studies, or a related field is preferred.

In-depth knowledge of community resources that advance the needs of youth and families of color.

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:** Diversity, Equity and Inclusion Coordinator

<b>FLSA STATUS</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>EXEMPTION TYPE</b>	Professional	<b>REPORTS TO</b>	JDAI Coordinator
<b>CIVIL SERVICE STATUS</b>	Unclassified	<b>WORK SCHEDULE</b>	40 hours per week- 8:30a-4:30p Evenings and weekends possibly required
<b>PAY GRADE</b>	A13	<b>DEPARTMENT</b>	Administration

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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.*

Develop and implement strategies to promote equity and reduce disparities within the juvenile justice system.

Recommend data-driven policies and create programs by analyzing and evaluating data to address disproportionate outcomes.

Educate and inform court staff and stakeholders on REI/ DEI principles and findings.

Advocate for policy changes that support equity and address disparities.

Collaborate with Court leadership to implement initiatives ensuring fair treatment of youth, families, and community stakeholders.

Build and maintain partnerships with community organizations to support REI/ DEI efforts and provide culturally responsive guidance.

Rev: 12/16/2024

Represent the Court in promoting REI/ DEI strategies to internal and external audiences.

Collect, analyze, and report data to inform decision-making and community engagement.

Participate in the Juvenile Detention Alternatives Initiative (JDAI) at local, state, and national levels.

Performs other related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

Must work effectively with diverse community members and professionals across various disciplines.

Willing to work in multiple locations, including secure and staff-secure juvenile residential settings.

#### SCOPE OF SUPERVISION

None

#### EQUIPMENT OPERATED

Vehicles; computers; copier, fax machine, telephone, calculator, and other general office equipment; television; overhead projector. electronically secured-doors access panel.

#### CONTACTS WITH OTHERS

Parent/guardian, youth, Judge/Magistrate, attorneys, Children Services Division employees, law enforcement officers, Clergy, nurses, counselors, teachers, Court employees, doctors, therapists, social workers, probation officers, staff, community resource providers, and the general public .

#### CONFIDENTIAL DATA

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

#### WORKING CONDITIONS

Good office working conditions. When working in the field, employee is exposed to conditions within homes and high crime areas. Possible exposure to diseases from contact with an adults/juveniles . 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 and by telephone. Occasionally requires close, relatively detailed vision when using a computer screen.

Must be able to lift, drag, push, or pull at least 25 pounds.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** A strong understanding of court procedures and processes, as well as community social service agencies and programs, is essential. Knowledge in counseling, social work, and corrections is important, along with educational guidelines and responsibilities for both adults and juveniles. Familiarity with crisis intervention strategies and current issues related to race, equity, and inclusion, particularly as they affect youth and families, is also critical.

**Ability to:** The ability to relate to individuals from various socio-economic backgrounds is essential. Maintaining up-to-date knowledge of legal changes and working independently while making sound decisions are key components of the role. Strong interpersonal skills are necessary to establish and maintain effective relationships with colleagues and community contacts. The ability to work with resistant clients while maintaining confidentiality is also vital. Additionally, the ability to prepare and present data in an engaging way, using multimedia formats and both aggregated and disaggregated data, is important.

**Skill in:** Building and maintaining cooperative relationships with county employees, officials, and the public is crucial. The ability to maintain strict confidentiality when handling sensitive information is required. Strong written and oral communication skills are needed to effectively present information. The ability to prioritize tasks, manage multiple assignments with attention to detail, and apply sound judgment in interpreting policies and regulations is also essential. Lastly, the skill to organize and manage large volumes of information is necessary.

### QUALIFICATIONS

A Bachelor's Degree in social justice, sociology, social anthropology, public administration, human resource management, or a related field is required. A Master's Degree in Public Administration, Diversity and Equity, Urban Studies, or a related field is preferred.

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Rev: 12/16/2024

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License. Valid car insurance.

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

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

**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.**