



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Transition Coordinator

Department: Education

Posting Closing: Until Filled

Position Location: 380 West Second Street, Dayton, OH 45422

Job Type: Full-Time

Salary: \$24.11/hour

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, 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 clerical and administrative support to the Education Department and works directly for the Education Department as an educational advocate while providing comprehensive transitional services to students placed in Montgomery County Juvenile Court (MCJC) Schools and who are reentering the community.

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

QUALIFICATIONS

A minimum of a Bachelor’s degree in Education, Criminal Justice, Social Work or related field.

A minimum of three years of experience working with youth who are at risk of school failure is highly preferred.

The ability to pass a criminal background check. Valid Ohio Driver’s License and insurance.

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: Transition Coordinator

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-Time
CIVIL SERVICE STATUS	Unclassified	REPORTS TO	MCJC School Building Coordinator(s) and Director of Education
PAY GRADE	A20	WORK SCHEDULE	40 hours per week
		DEPARTMENT	Education

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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.

Works in close association and harmony with Montgomery County Juvenile Court stakeholders and school district partners throughout Montgomery County, the State of Ohio, or in some cases interstate school districts to provide high quality transitional services.

Provides transitional services for all students in the Juvenile Justice Center (Detention), Nicholas Residential Treatment Center, and the Center for Adolescent Services.

Utilizes a multi-phased transition program whereby the transition process commences within the students’ first two weeks of placement in MCJC Schools and continues for a minimum of 120 days following the students’ re-entry into school and the community.

Establishes positive relationships with key stakeholders including but not limited to students, parents/guardians, Building Coordinators, Probation Officers, School Counselors, other Transition Coordinators, special education staff, school district of residence personnel, clinical support staff and external agency representatives.

Strives to appropriately and effectively engage parents/guardians in each phase of the transition process.

Advocates for the support and involvement of local community and agency resources aimed at the success of the students during the transition process.

Maintains a database of information that tracks and measures the success of individual students and the success of the total transition program and regularly communicates this information to various school and Court stakeholders.

Provides weekly updates on the progress of individual student currently in placement to the Building Coordinator or Director of Education (Detention).

Participate in Education staff meetings at the building level, and provide updates on the status of transitional services for students currently in placement.

Administer transition assessments that may be used in part to design individualized transition plans for students with IEP's.

Compile a transition portfolio for students that will accompany them to their next school or post-secondary placement in the community.

Completes and submits meeting logs and other pertinent documentation identifying work completed with individual students in accordance with the guidelines set forth by MCJC Schools.

Assumes other related duties as directed by Building Coordinators or the Director of Education.

OTHER DUTIES AND RESPONSIBILITIES

Other duties as assigned by Director.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Vehicles; Computers; copier, fax machine, telephone, calculator, and other general office equipment.

CONTACTS WITH OTHERS

Detained youth; parents and guardians; law enforcement; School Districts; Judges; Magistrates; Parole/Probation Officers; Counselors; Doctors; Crisis Care; Clerks; Volunteers; Ministers; Interns; ADAMHS Board; MCCS; Attorneys; DYS personnel; Children Services case workers; Public works and contractors.

CONFIDENTIAL DATA

Detained youth files; medical records; behavioral logs and documentation; non-public record information contained in personnel files; special education records; youth transcripts; youth report cards; educational evaluations; youth behavior intervention plans.

WORKING CONDITIONS

Secure and/or non-secure residential treatment facility, with some exposure to unruly and at times out of control resident populations. Possible exposure to blood, urine and other bodily fluids.

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: Juvenile Court process, policy and procedure; Supervisory principles; Counseling; Safety practices; Departmental Youth Services and American Correctional Standards governing residential treatment centers; accreditation processes and management principles; IPEIA, Section 504.

Ability to: Apply management principles to practical work situations; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; exhibit good organizational, communication and time management skills.

Skill in: Oral and written communication; operation of computer; application of department software programs; program planning and administration; and making management decisions. Certified in First Aid and CPR and subject control.

QUALIFICATIONS

A minimum of a Bachelor's in Education, Criminal Justice, Social Work or related field.

A minimum of three years of experience working with youth who are at risk of school failure is highly preferred.

The ability to pass a criminal background check. Valid Ohio Driver's License and insurance.

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LICENSURE OR CERTIFICATION REQUIREMENTS

None

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: _____