

MADISON COUNTY
Juvenile Court

The Madison County Juvenile Court is seeking a qualified candidate for the position of juvenile probation officer. Please see the job description and application instructions to follow.

TITLE: Juvenile Probation Officer

JOB OBJECTIVES: Incumbent is responsible for providing assistance to the judiciary, as well as case management for youth on probation. Incumbent is responsible for developing, coordinating, and enforcing the supervision and treatment of juveniles placed on probation. Incumbent reports directly to Court Liaison for all programming issues and to Judge for all personnel matters.

ESSENTIAL JOB FUNCTIONS:

- Manages a caseload of adjudicated delinquent/unruly/traffic offenders from arraignment and disposition to termination;
- Supervises youths under direct supervision by conducting office, home, and school visits and monitoring all treatment program requirements;
- Conducts home, school, and office visits to monitor attendance, behavior, grades, etc.,
- Conducts probation meetings, meetings with juveniles and their parents to review terms of probation and expectations, and maintains communication;
- Conducts searches, arrests and escorts youth detainees;
- Files motions to bring juveniles back to Court to extend or violate probation, etc.;
- Provides crisis intervention for clients during and outside normal business hours to include weekends;
- Receives and responds to calls from law enforcement personnel/agencies, including calls outside normal business hours and on weekends;
- Responsible for determining the official action to be taken on any police report, school report, or family report for youths on probation;
- Testifies in Court, making recommendations on the recording dispositions of cases.
- Administers drug screenings/tests;
- Transports juveniles to appropriate placements and appointments;
- Works with youth and families to establish positive parenting skills and to accept responsibility for their actions and problems;
- Advocates for the “best interest” of youth in the community and in the Court;
- Assists families and youths in locating necessary services and/or utilizing community resources, e.g. drug and alcohol treatment, job programs, pregnancy services, etc.
- Attends and provides recommendations to the Court based on the severity of the violation and/or case status;
- Composes and submits documentation for securing grants;

- Determines the need for additional Court hearings;
- Develops and monitors all orders to ensure that youths are complying with requirements of the Court;
- Educates and assists on defining appropriate roles within the family and acts as a model for productive resolution of conflicts;
- Ensures continuity of care by providing service providers with current and/or relevant case developments;
- Explains and prepares repayment contracts for juveniles and their families;
- Formulates treatment plans with appropriate goals and objectives within the general conditions of probation and recommends placement when appropriate;
- Judges the severity of violations and the need for changes in Court orders;
- Maintains client files, documents hearings, completes appropriate judgement entries, files motions, and issues warrants;
- Maintains regular contact with youths, parents, schools, counselors, team members etc.;
- Mediates disputes between parents and children, victims and offenders, and between youths; and
- Monitors youth for compliance with requirements of the Court;
- Monitors collection of restitution, court costs and fines.
- Organizes and keeps records of case notes;
- Participates in periodic organizational meetings;
- Prepares legal and social histories for placement;
- Provides accountability for violations of probation terms;
- Provides and assists in the coordination of case coverage for absentee staff;
- Provides consultation and education to schools and other community agencies on behalf of the youth;
- Provides crisis intervention services in cases involving physical/sexual abuse, suicide attempts or other serious conditions and decides appropriate placement, e.g. hospitalization, foster care, or incarceration; and
- Provides informal counseling within the context of the knowledge of the profession and upholds professional and agency ethics.

NON-ESSENTIAL JOB FUNCTIONS:

- Prepares various reports;
- Attends meetings and consultations;
- Attends training sessions;
- Performs related Essential and Non-essential functions as needed; and
- Performs tasks as assigned by supervisors, Court Liaison, or Judge.

I. JOB REQUIREMENTS

Equipment: Incumbent operates the following equipment: automobile/van, fuel pump system, phones (land lines and cell), voicemail, email, pager, computer and related software/systems, time stamp, copy machine, facsimile machine, shredding machine,

electronic/GPS monitoring device, drug/alcohol testing equipment and courthouse security camera system.

Critical Skills/Expertise:

- Ability to be objective and handle stressful situations;
- Ability to communicate effectively, both orally and in writing;
- Ability to conceptualize and develop new methods of treatment;
- Ability to follow written and oral instructions.
- Ability to interpret laws and policies and appropriately apply to methods of treatment;
- Ability to manage time effectively;
- Ability to research/gather information and prepare same for presentation in court;
- Knowledge in use of security procedures for high risk youth;
- Knowledge of arrest procedures;
- Knowledge of Courtroom procedures and processes;
- Knowledge of crisis management and intervention skills.
- Knowledge of custody and support law;
- Knowledge of disposal of bio-hazardous material and waste;
- Knowledge of drug and alcohol testing procedures and toxicology;
- Knowledge of family dynamics and adolescent development;
- Knowledge of interviewing skills;
- Knowledge of meditation skills;
- Knowledge of medical terminology;
- Knowledge of mental health and chemical dependency issues;
- Knowledge of offender risk and need;
- Knowledge of sociological and psychological theories and applications;
- Knowledge of the Diagnostic and Statistical Manual of Mental Disorders;
- Knowledge of the Juvenile Justice System, Social Worker Code of Ethics and the Ohio Revised Code; and
- Knowledge of treatment options and available resources.

Job Standards:

Bachelor's Degree in Criminology, Criminal Justice, Social Work, Psychology or related field. Must have a valid Ohio Driver's License and no criminal record. Must assume a flexible work schedule and be available outside normal business hours. Work consists of complex, varied, non-standardized tasks, requiring the application of numerous laws, rules, regulations and procedures.

II. RESONSIBILITY

Supervisor provides technical instructions regarding new legislation, policy changes and statutes. Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Supervisor randomly reviews work, both in process and upon completion to ensure accuracy, thoroughness and high quality of service. Work consists of complex, varied, non-standardized task requiring the application of numerous laws, rules, regulations and procedures. Incumbent makes most decisions regarding aspects of case management independently.

Errors in work are not readily detectable and could result in serious injury, possible death or juvenile committing additional offenses. Errors in work could result in improper and/or ineffective treatment programs permitting the furtherance of criminal activity by youth and possible physical and emotional trauma.

III. PERSONAL RELATIONSHIPS

Incumbent has contact with co-workers, employees in the department, public and private sector employees, educational institutions, institutional residents, and the general public. The purpose of these contacts is to monitor youths, maintain open lines of communication and coordinate services.

IV. PHYSICAL EFFORT AND WORK ENVIORNMENT

Physical

Requirements:

Incumbent performs sedentary work which may require lifting up to fifteen (15) pounds occasionally.

Physical Activity:

Incumbent performs the following physical activities: climbing, stooping, reaching, walking, filing, talking, hearing and repetitive motion.

Visual Activity:

Incumbent performs work where the seeing job is close to the eyes.

Job Location:

Incumbent works inside and outside with protection from weather conditions, but not necessarily from temperature changes; however, work setting involves occasionally being in close proximity of threatening situations, violent youth, disease and/or potentially bio-hazardous wastes.

Safety Equipment:

Incumbent uses handcuffs, shackles, belly chains, holding cell, bio-hazard bags, and rubber gloves. Incumbent wears a Kevlar vest while on home visits in the field.

V. JOB STATUS

This is non-exempt position under the Fair Labor Standards Act of 1938. This position is “unclassified” under the Ohio Revised Code (§124.11).

The salary for this position shall be commensurate with the successful candidate’s experience.

TO APPLY:

Submit resume with cover letter describing how you meet the required experience and education for this position by April 12, 2019 no later than 4:00 P.M. via email to lpulver@co.madison.oh.us, or by mail to the Madison County Common Pleas Court Juvenile Division, 1 N. Main Street, Room 205, London, Ohio 43140.