



Lorain County Domestic Relations Court

Position Description

Classification Title: Surveillance Monitor – Pre-Disposition Services

FLSA Status:	Non-exempt	Employment Status:	Part-time
Exemption Type:	N/A	Reports To:	Program Manager
Civil Service Status:	Unclassified	Division:	Probation & Youth Services

DISTINGUISHING JOB CHARACTERISTICS

Provides evening and weekend supervision to juvenile offenders assigned to the Predisposition Services and closely monitors for compliance with program rules and regulations. Installs and disconnects electronic monitoring equipment. *This is a grant-funded position and is not part of the Court's general operating budget. Ongoing funding for this position is dependent upon the continuation of the grant or external funding resources.*

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.

Provides evening and weekend supervision to juvenile offenders assigned to Predisposition Services and closely monitors for compliance with program rules and regulations.

Prepares timely and accurate progress notes. Identifies and/or predicts problems prior to crisis intervention being required. Prepares and forwards all violations/ terminations/ release reports to the Program Manager for review and finalizes and prepares all case documentation consistent with Predisposition Services.

Makes contact with youth and family in person and by phone, ZOOM or other virtual platform. Works closely with youth and their family to monitor progress. Prepares timely and accurate progress notes. Documents all contacts on log sheets or case management system and maintaining participant's files.

Intervenes and follows proper protocol regarding crises, physical abuse, threats of suicide, homelessness, runaways and other critical situations. Reports and documents all program violations to Program Manager for review.

Provides intake duties into the home detention program for juvenile offenders. Intake includes explanation of offender responsibility, signature of agreements, data collection, and physical installation and disconnection of home detention equipment.

Maintains a professional and polite disposition when working with youth and their families, coworkers, court staff, outside agencies and with the public.

Demonstrates regular and predictable attendance; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions

OTHER DUTIES AND RESPONSIBILITIES

Follows security procedures regarding inspections of county vehicles. Maintains flexibility in work hours to accommodate program needs. All other duties as needed.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Electronic monitoring equipment, computer, web camera, fax machine, telephone, scanner, cell phone, pepper spray, county vehicle and personal vehicle

CONTACTS WITH OTHERS

Regular contacts inside and outside of the Court such as ordinary business dealings where improper handling may affect results but where primary responsibility rests with the next higher level of supervision. Contacts include, but are not limited to; court staff, juvenile offenders, parents, family members and guardians, law enforcement officers, and general public.

CONFIDENTIAL DATA

Work involves some confidential and sensitive information where the effect of any disclosure would be negligible within the Court. Must have the ability to maintain confidentiality and exercise discretion.

Examples of confidential information include but are not limited to: Juvenile records and files including Judge's and Magistrate's decisions, school records, assessments, police records, urinalysis results.

WORKING CONDITIONS

Works in potentially high-intensity situations involving youth and/or parents/guardians that may require behavior management, de-escalation and crisis intervention. Performs duties in a variety of venues, frequently in high-crime areas with delinquent populations. Work is subject to frequent interruptions, crisis intervention, constant reprioritization of work activities and moderate to high degree of stress. Exposure to noise, dust, heat or other disagreeable elements are present.

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 in a vehicle in varied weather conditions. Employee converses with others in person and by telephone. Vision demands

include normal vision requirements but can include occasional viewing of computer screen requiring close focus. Physically lifts or moves material, weighing between 10 and 20 pounds, on an occasional or intermittent basis.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: juvenile court procedure and process; criminal justice system; standard English grammar, spelling and punctuation and ability to complete required case reports, make recommendations to supervisor and to the court, as needed, and apply and adapt procedures as cases demand. Complete knowledge of all computerized systems for data management, communication, and electronic monitoring, including purchase, installation and maintenance, and policy development and documentation, training and staff development, and system security.

Ability to: read, write and understand English language, effectively work and communicate verbally and in writing with co-workers, other court staff, program participants and their families, and members of the general public, demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities. Ability to serve the public with diplomacy and respect, including occasional encounters with irate/difficult individuals. Ability to exercise patience, objectivity, maturity, effectiveness under stress, initiative and adaptability. Ability to relate and communicate effectively with youth and parents, model appropriate interpersonal action skills for youth, recognize when further direction and/or assistance is needed, recognize boundaries between job duties and authority.

Skill in: working with at-risk juveniles, family members and others, documentation, listening, crisis mediation, operation of computer, application of job software programs, CPR and First Aide.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is a high school diploma, GED or equivalent with demonstrable ability to work with at-risk youth or adults.

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.

Possession of a valid Ohio driver's license and a demonstrated safe driving record. Must be eligible to drive under the county commissioner's Driver/ Vehicle Risk Reduction Program.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operators License and proof of 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.

MANAGEMENT APPROVAL

___/___/___

Authorized Court Management Representative

Date

EMPLOYEE UNDERSTANDING

___/___/___

Employee

Date