



Lorain County Domestic Relations Court

Position Description

Classification Title:	Assistant Predisposition Services Supervisor		
FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Predisposition Services Supervisor
Civil Service Status:	Unclassified	Division:	Juvenile Probation

DISTINGUISHING JOB CHARACTERISTICS

Assists the PDS Supervisor in the oversight, monitoring and statutory compliance of the Predisposition Services Unit, which includes the In-Home Detention Program and Predisposition Services Department. Installs and removes electronic monitoring equipment on youth offenders. Conducts home, school, office visits, and other interactions within the community. *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.

Oversees the daily operations of Predisposition Services. Monitors youth offender compliance on the In-Home Detention Program as well as Predisposition Probation.

Coordinates workflow, provides training, direction, and feedback to Probation Officers and Surveillance Monitors. Reviews and maintains daily documentation pertaining to juvenile and family contacts and compliance issues. Communicates updates and gives instructions to Surveillance Monitors to ensure program compliance.

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 of electronic monitoring equipment.

Enters client information and monitors offender whereabouts through BI Monitoring web applications. Prepares timely and accurate progress reports and disperses to court staff.

Monitors juveniles in their home to ensure they abide by rules of In-Home Detention. Speaks with parents and guardians to address or resolve issues or concerns. Provides timely and accurate documentation of all contacts in the case management system or other designated software program.

Visits schools to ensure juveniles are attending, and speaks with teachers, guidance counselors, and principals to monitor juvenile's behavior and school performance.

Attends judicial hearings and makes verbal presentations and recommendations based on program and safety concerns. Drafts unofficial complaint forms regarding non-compliant youth and requests standing

orders for pre-admission into the Detention Home. Takes juveniles into custody and transports them to the Detention Home. Trained in the use of pepper spray, handcuffing and shackling.

Establishes and maintains effective relationships with court staff and law enforcement agencies. Maintains close communication with various school systems due to continuous surveillance of program participants.

Prepares and maintains the distribution of the weekly roster of In-Home participants to Court staff. Maintains all electronic monitoring equipment and supplies. Orders equipment and supplies to ensure program is equipped with the materials essential for daily operations. Ships faulty equipment back to manufacturer for replacements.

Follows security procedures regarding inspections of county vehicles.

Completes work in a timely, consistent manner and is committed to being available during business hours to further organizational goals. Consistently meets deadlines.

Maintains a professional and polite disposition at all times when dealing with public, coworkers, court staff, service providers, and other outside agencies. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Works effectively in a team environment to accomplish organizational goals.

Demonstrates regular and punctual attendance and arrives prepared to work. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Maintains flexibility in work hours to accommodate the needs of the Court.

OTHER DUTIES AND RESPONSIBILITIES

In the absence of the PDS Supervisor, maintains responsibility for making administrative decisions within scope of delegated authority. Conducts drug/urinalysis testing. Reviews and verifies invoices for electronic monitoring services. All other duties as assigned.

SCOPE OF SUPERVISION

Assists the PDS Supervisor in the supervision of 1 PDS Officer and part-time Surveillance Monitors.

EQUIPMENT OPERATED

Electronic monitoring equipment (cell and GPS), computer; copier, scanner; fax machine and other general office equipment; vehicles, pepper spray, county vehicles, handcuffs and shackles.

CONTACTS WITH OTHERS

Regular inside and outside contacts with other departments and agencies to furnish or obtain information and to discuss subject matters requiring tact to avoid friction and to obtain cooperation and where improper handling may affect the results, but where primary responsibility rests with the next higher level of supervision. Contacts include, but not limited to, Judges, Magistrates, Prosecutors, law enforcement, attorneys, juvenile offenders, parents/guardians, teachers, principals, school counselors, mental health service providers, social service professionals, and general public.

CONFIDENTIAL DATA

Work involves some confidential data of major importance such as Court files, school records, personnel decisions, client medical reports, police records, mental health assessments and reports, drug/alcohol assessments and reports, or other information which if disclosed, may have a pronounced adverse internal and/or external effect detrimental to the Court's interest or contrary to recognized professional ethics.

WORKING CONDITIONS

Works in potentially high-intensity situations involving youth and/or parents/guardians that may require behavior management, de-escalation and crisis intervention. Works 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.

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 occasionally stands and walks. Job can involve operating and sitting in a vehicle for extensive periods of time in varied weather conditions. Employee must be able to lift or move items weighing between 20 and 40 pounds on an occasional basis. Employee converses with others in person and by telephone. Vision demands include concentrated mental and visual coordination when using a computer screen, requiring close focus, usually more than 50% of the time. Sometimes requires rapid and precise manual dexterity or eye/hand coordination.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile Court system 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 the Standard English language; organize and track detailed and accurate information; communicate verbally and in writing with youth and their family, co-workers, other court staff, and members of the public in a professional and effective manner; demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities. Ability to serve the public with diplomacy and respect, including occasional encounters with uncooperative individuals, apply common sense, exercise patience, objectivity, maturity, initiative, and adaptability. Ability to model appropriate interpersonal action skills for youth, recognize when further direction and/or assistance is needed, recognize boundaries between job duties and authority. Maintain confidentiality of confidential and sensitive information; establish caseload priorities. Ability to regularly work extended, evening, irregular, and/or weekend hours.

Skill in: working with at-risk juveniles and their families; listening; crisis mediation; organization; attention to detail; reading and recording data; operating general office equipment; application of job software programs; self-defense; developing appropriate family goals and graduated sanctions; analyzing data and preparing behavior modification programs; CPR and First Aid.

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 Bachelor’s degree in Criminal Justice, Social Sciences, or other related field, from an accredited college or university with at least 3 years of relevant work experience.

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**