



# Lorain County Domestic Relations Court

## Position Description

### Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

### Probation Officer

Employment Status: Full-time

Reports To: Probation Supervisor

Division: Juvenile Probation

### DISTINGUISHING JOB CHARACTERISTICS

Provides structured supervision, coaching, and evidence-based, cognitive behavioral interventions to youth placed on probation including motivational interviewing, Carey Guides, mediation, crisis intervention, monitoring behavior, conducting assessments, and developing/modifying case plans, in an effort to reduce recidivism and to minimize involvement in the juvenile justice system. Conducts home, school, and office visits, family team meetings, and other interactions within the community.

### 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.*

Interviews, assesses, and counsels youth and families in their home, school, community setting, and probation office to reduce recidivism and to minimize involvement into the juvenile justice system. Performs in an environment that is fluid, frequently making last minute schedule changes to accommodate families and professionals.

Strives to establish trusting relationships with assigned youth. Encourages youthful offenders in various recreational, cultural, educational, and therapeutic activities designed to enhance self-esteem, and participates with youth to build relationship and trust. Assists youth with employment and alternative educational plans.

Provides ongoing case management services to youth placed on probation including mediation, crisis intervention, monitoring behavior, conducting assessments, developing/modifying case plans as needed. Makes referrals to community services. Maintains regular contact with youth, family, and service providers to monitor case plan progress and eliminate barriers to progress. Uses creative thinking when traditional interventions are not successful.

Coaches clients to develop adaptive social skills, prosocial decision-making skills, and effective problem-solving skills. Provides evidence-based cognitive behavioral interventions, and assigns homework directed towards successful outcomes for youth.

Makes announced and unannounced home and school visits. Monitors school performance including attendance, academic achievement, behavior problems and other issues. Interacts with school officials to review and provide input into educational planning (including attendance at Social Emotional Learning

Contract, 504 Plan, and IEP conferences).

Participates in case reviews, team meetings, family team meetings, and 4-C meetings/processes as needed.

Intervenes in crisis situations including physical abuse, threats of suicide, homelessness, runaways, and other life issues.

Conducts probation and risk/needs assessments, and creates, reviews, and implements case plans for youth placed on probation. Monitors youth's adjustment to the plan. Uses analytical skills to develop interventions that address specific needs/ risks as identified by The Ohio Youth Assessment System (OYAS).

Confers with Supervisor to evaluate case priorities and participate in case consultations. Compiles and reports monthly statistics for youth and family contacts, case management services, and interventions provided to the youth and family.

Conducts drug and alcohol tests and observes and collects urinalysis and saliva samples to determine use of illicit drugs. Collects and logs DNA samples, fingerprints.

Transports juvenile and family to court appointments, counseling, doctor, residential facilities, referrals, and other appointments. Installs and removes electronic monitoring equipment on juvenile offenders.

Works with family to determine appropriate sanctions and/or rewards to address youth's behavior throughout the probationary period.

Prepares and presents case material for hearings. Makes articulate, professional, measured oral presentations of cases in court hearings to Judges and Magistrates, interprets court orders, and makes necessary referrals to collateral agencies. Provides court security in formal hearings.

Prepares well-written, concise, comprehensive reports that include case summaries, court reports, follow-up notes and other correspondence. Enters statistics and case notes in the case management system and other identified software within established timeframes. Maintains documentation that is consistent with Title IV-E Court requirements.

Prepares and electronically files client documentation and records, court appointed forms, and communicates rules of probation. Enters and maintains youth files in designated case management system. Oversees completion of dispositional orders.

Participates in the Random Moment time study. Completes assigned emailed moments and accurately documents activities within established periods.

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.

Must be awake and alert at all times. 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 and families.

### **OTHER DUTIES AND RESPONSIBILITIES**

Collects and logs DNA samples and fingerprints. Transport and conducts visits with youth placed in out-of-county facilities (non-ODYS). Attends mandatory training sessions as required by the state. Provides transportation, supervision, and coordination for summer programs and community service. Delivers delinquency summons. Participates in 4-C Integrated Services Partnership Cluster sessions, as needed. Participates in court related committees for improvement of Court operations.

### **SCOPE OF SUPERVISION**

None.

### **EQUIPMENT OPERATED**

Computers; copier, scanner, fax machine, telephone, calculator, and other general office equipment; electronic monitor; drug and alcohol test kits; handcuffs & shackles; cell phones; county vehicles; personal vehicle; pepper spray, fingerprint software and equipment.

### **CONTACTS WITH OTHERS**

Regular contacts inside and outside of the Court 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; youth offenders, parents/guardians, family members, attorneys, prosecutors, law enforcement, victims, Lorain County Children's Services, social service and treatment providers, school officials and staff, Judges and staff, Department of Human Services and general public.

### **CONFIDENTIAL DATA**

Work involves some confidential data such as Juvenile records and files including psychological, mental health and chemical dependency evaluations, Judge's and Magistrate's decisions, school records, treatment assessments, police records (child/parents), medical reports, personal information, financial information, probation/parole records and urinalysis results which, if disclosed, may have an adverse effect detrimental to the Court's interest or contrary to 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. Occasional exposure to noise, dust, heat or other disagreeable elements, but none continuously present.

### **USUAL PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to sit, speak clearly and to hear. Job can involve operating and sitting in a vehicle for periods in varied weather conditions. Employee converses with others in person, virtually, and by telephone. Normal vision demands, but with occasional concentrated mental and visual attention, usually less than 50% of the time, when using a computer screen. Physically lifts or moves material weighing over 40 pounds on an occasional basis.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Juvenile Court procedures and processes, 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, electronic monitoring equipment, and policy development and documentation, training and staff development, and system security.

**Ability to:** read, write and understand the Standard 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 apply common sense, 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. Ability to regularly work extended, evening, irregular, and/or weekend hours.

**Skill in:** assessments, working with at-risk juveniles, family members, listening, crisis mediation, completing statistical and essay reports, operation of computer, application of job software programs, self-defense, developing appropriate family goals and graduated responses, analyzing data and preparing behavior modification programs, CPR and First Aid. Proficient in Microsoft platform, including Word and Excel spreadsheets and required internet applications.

### **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 services or other closely related field from an accredited college or university.

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 an active and 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**