



Lorain County Domestic Relations Court

Position Description

Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

Diversion Specialist

Employment Status: Full-time

Reports To: Diversion Services Coordinator

Division: Juvenile Probation

DISTINGUISHING JOB CHARACTERISTICS

Advocates for youth and their families by completing assessments, creating diversion case plans, linking to community-based services, and conducting visits to the home, school, and community to minimize further involvement in the juvenile justice system. Develops and implements strategies to support and empower parents and promote positive family dynamics.

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.

Screens youth referrals forwarded from the Prosecutor's Office, law enforcement, schools, parents, victims, and the public to determine if the youth is eligible for diversion or if formal charges are recommended. Completes referral forms to the Prosecutor's Office and prepares files for consideration of official charges due to non-compliance.

Prepares the Diversion Track Routing sheet and documents all correspondence in the case management system. Prepares and mails formal court letters to inform the youth and parents of possible consequences of further delinquent behavior.

Interviews, assesses, and links youths and families to various community resources. Contacts youths and families by phone, mail, email, virtual platforms, or other means of communication. Conducts visits to the home, school, community, and office visits based on the assigned diversion track to reduce recidivism and to minimize involvement into the juvenile justice system. Documents case notes in the case management system within established timeframes.

Develops and implements strategies to support and empower parents and promote positive family dynamics. Performs in an environment that is fluid, frequently making last minute schedule changes to accommodate families and professionals.

Provides case management for Alternative to Adjudication cases when referred to Diversion. Meets with families, school officials and service providers several times to increase positive behaviors, reduce unexcused absences, and reinforce positive youth development.

Contacts victims and sends appropriate documents needed for collection of restitution. Documents contacts with victims, attempts to restore the victims and/or the community, offers Work for Pay options, and assists in establishing a site for youth to complete community service hours.

Makes referrals to programs for domestic violence, anger management, smoking cessation, shoplifting (YES Program), IHBT, or other appropriate programming. Monitors program engagement for up to 90 days.

Develops and/or oversees the youth's compliance with the Diversion Case Plan. Maintains contact with juveniles and parent/guardian who are receiving Diversion Services and monitors progress for up to 90 days.

Assists families in the development of crisis plans to promote safety until such time as a community service provider linkage is made and additional safety and service planning can begin services.

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 the 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, youths, and families.

OTHER DUTIES AND RESPONSIBILITIES

All other duties as assigned by the Diversion Services Coordinator.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer, telephone, copier, scanner, fax machine, cell phone, county vehicle, personal vehicle, and other general office equipment.

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, attorneys, Prosecutor, Children Services caseworkers, law enforcement, school officials, Court staff, service providers, social workers, counselors, victims of crimes, juvenile and their families.

CONFIDENTIAL DATA

Work involves some confidential data such as client records, medical reports, police records, or other information which, if disclosed, may have an adverse effect detrimental to the Court's interest or contrary to professional ethics. Juvenile records and files including psychological, mental health and chemical

dependency evaluations, school records, treatment assessments, police records, medical reports, personal information, and financial information.

WORKING CONDITIONS

Works in a general office and court setting with moderate noise levels. Potential exposure to hazardous situations that may occur in the court environment. Occasional exposure to noise, dust, heat, or other disagreeable elements, but none continuously 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 the duties of this job, the employee is required to sit, speak clearly and to listen. Employee converses with others in person 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 approximately less than 10 pounds, on an occasional or intermittent 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 reports, and apply and adapt procedures as cases demand. Knowledge of risk and needs assessments, community resources, and youth diversion processes and procedures. Complete knowledge of all computerized systems for data management and communication.

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, developing appropriate family goals and graduated responses, analyzing data, 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. Relevant work experience and/or training may be considered in lieu of a bachelor's degree.

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 in good standing and proof of insurance.

Become trained and certified/authorized to perform required risk and needs assessments by a reasonable deadline set by Supervisor.

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**