



# Lorain County Domestic Relations Court

## Position Description

### **Classification Title:**

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

### **Probation Assistant- Crossroads**

Employment Status: Full-time

Reports To: Shift Supervisor- Crossroads

Division: Juvenile Probation

### DISTINGUISHING JOB CHARACTERISTICS

Provides transportation and program assistance to the Crossroads Program. *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.*

Transports and supervises juveniles to and from Crossroads, court hearings, secure detention, summer programs, recreational activities, and community service and other activities as needed. Transports parents/guardians when appropriate. Trained in the use of pepper spray, handcuffing and shackling.

Maintains responsibility for the safety and security of youth and their parents/guardians in transport and during program activities. Follows security procedures regarding inspections of county vehicles. Must be able to transport youth and their parents/guardians in a county vehicle during assigned work hours.

Assists in coordinating and participating in various recreational, cultural, educational, and therapeutic activities with program youth. Assists youth with employment and alternative educational plans. Co-facilitates Cognitive Behavioral Therapy and Trauma Informed Care sessions with program youth and their families, daily staff meetings and Family Team meetings.

Makes announced and unannounced home visits and works closely with youth and their families to monitor case plan goals. Intervenes in crises including physical abuse, threats of suicide, homelessness, runaways and other critical situations.

Observes and collects urinalysis samples to determine use of illicit drugs. Collects and logs DNA samples. Completes required documentation and provides clerical assistance as requested.

Maintains flexibility in work hours to accommodate program needs on an as needed basis, ready access to automobile.

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

Demonstrates regular and punctual attendance and arrives prepared to work; must be awake and alert at all times; 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

Deliver summons and other court documents. Transportation duties as directed by their supervisor. All other duties as assigned by the Shift Supervisor, Probation Supervisor, Deputy or Chief PO. Training and certification as a facilitator in Thinking for A Change (TFAC) or other evidence-based programming may be required as part of this position based on the needs of the Crossroads program and the Court.

### SCOPE OF SUPERVISION

None

### EQUIPMENT OPERATED

Computers; printer; telephone, calculator, fax machine, copier, scanner/imager, shredder and other general office equipment; handcuffs and shackles, cell phones, county vehicles, personal vehicles and pepper spray.

### CONTACTS WITH OTHERS

Regular contacts inside and outside of the Court such as ordinary business dealings where improper handling may affect results by where primary responsibility rests with the next higher level of supervision. Contacts include, but are not limited to, youth offenders, parents, family members and guardians, attorneys, prosecutors, law enforcement officers, victims, Lorain County Children's Services, community social service and treatment providers, school officials, teachers, counselors and staff, other courts, Judges, Bailiffs, Department of Human Services, and the general public.

### CONFIDENTIAL DATA

Work involves some confidential information of major importance such as, Juvenile records and files including Judge's and Magistrate's decisions, assessments, school records, evaluations, police records (child/parents), probation/parole records, and urinalysis results which if disclosed, may have a pronounced effect detrimental to the Court's interest, or contrary to recognized professional ethics.

### WORKING CONDITIONS

Work has some undesirable working conditions with occasional exposure to noise, dust, heat or other disagreeable elements, but none continuously present. 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 stands and walks, and occasionally sits for extended periods of time. Job can involve operating and sitting in a vehicle for periods of time. Employee converses verbally with others in person and by telephone. Occasionally lifts or moves items weighing over 40 pounds. Vision demands include normal vision requirements but can include occasional concentrated mental and visual attention while viewing computer screen, which requires close focus.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** RECLAIM Ohio rules and regulations, Ohio Revised Code, 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 system security.

**Ability to:** read, write and understand the Standard English language; read and interpret instructions furnished in written, oral, diagrammatic, or schedule form; communicate verbally and in writing with 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 irate/difficult individuals. Ability to exercise patience, objectivity, maturity, initiative and adaptability. Ability to accept direction and recognize when further assistance is needed, ability to recognize boundaries between job duties and authority. Exercise sound judgment, make informed decisions, apply common sense, carry out instructions and independently problem solve situations that arise and require immediate resolution. Maintain confidentiality of confidential and sensitive information, flexibility to work extended, evening, irregular, and/or weekend hours as needed.

**Skill in:** verbal and written communications with court staff, agency professionals and general public. Working with at-risk juveniles, family members, listening, crisis mediation, 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 High School diploma or equivalent.

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

Ohio Department of Youth Services Training Requirements, CPR and First Aid Certification.  
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**