



# FAIRFIELD COUNTY JUVENILE & PROBATE COURT

## Job Description

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<b>Job Title:</b> <b>Juvenile Probation Officer/ IV-E Case Manager</b>	<b>Employee Name:</b>
<b>Department:</b> Juvenile Court Probation	<b>Class Title:</b>
<b>Reports To:</b> Director of Probation	<b>Class Number:</b> 7
<b>FLSA:</b> Non-Exempt	<b>Civil Service Status:</b> Unclassified
<b>Prepared By:</b> Michael E. Orlando	<b>Employment:</b> Full-Time
<b>Prepared Date:</b> December 2018	<b>Regular Hours:</b> <b>3 weekdays: 8:00 a.m. – 4:30 p.m. (8 hr. shift)</b> <b>2 weekdays: 10:00 – 6:30 pm. (8 hr. shift)</b>

### SUMMARY

Consistent with federal IV-E Case Management (Case eligibility and case management) statutory requirements the Juvenile Diversion Specialist /IV-E Case Manager is required to determine eligibility for Federal IV-E reimbursement, complete a comprehensive case needs analysis and facilitate a case planning family conference to achieve IV-E case management goals.

To monitor delinquent youth under the jurisdiction of the court and to enforce court orders handed down by the Judge and Magistrates to ensure the safety and welfare of the community. The Probation Officer will assess each youth and their family, and make appropriate referrals to treatment programs to assist in their competency development.

### ADDITIONAL ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Coordinate services through service providers in the community.
- Required to attend all court hearings and submit written progress reports to the Court.
- Interface with the Prosecuting Attorney's Office, Law Enforcement Agencies, Schools, Mental Health Providers, and other service providers.
- Have knowledge of the Ohio Revised Code section pertaining to juvenile procedures and the procedures of the Fairfield County Juvenile Court.
- Have precise knowledge of the child's home and living conditions (Probation Officer will conduct home visits on a regular basis).
- Have precise knowledge of the child's school behavior and performance (Communication with school officials on a regular basis).
- Conduct Pre-Sentence Investigations as ordered by the Court.
- Conduct OYAS assessment tools.
- To perform on-call duties as specified in the On-Call Procedures (non-business hours) on a rotation basis.
- Keep case notes updated on each case and have those available for the Director of Probation when on vacation, leave, or at the request of the Director, the Magistrate, or the Judge.
- Conduct searches of the youth, youth's property and home when deemed appropriate.

- Make arrests of youth under the jurisdiction of the Juvenile Court according to the Ohio Revised Code and policies of the Juvenile Court.
- Perform duties not specified within this job description when instructed by the Director of Probation.
- Demonstrates regular and reliable attendance.

### **SUPERVISORY RESPONSIBILITIES**

- None.

### **QUALIFICATIONS**

- Minimum Undergraduate Degree (Bachelor's Degree preferred) in Criminal Justice, Criminology, Sociology, Social Work or a related field. Ability to work with difficult people, decision-making, problem solving, and organizational skills. Proficient computer skills.

### **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret official reports, technical procedures, or governmental regulations. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from other departmental staff, clients, professional peers in the community, and the general public.

### **REASONING ABILITY**

- Ability to define problems, collect information, establish facts, and draw valid conclusions in regards to youth safety and development.

### **PHYSICAL DEMANDS**

- Must be of physical condition to detain and/or arrest youth when necessary. Able to independently drive a car and access all public buildings (school buildings) and private homes.

### **MATH SKILLS**

- Ability to apply concepts of basic addition and subtraction.

### **CERTIFICATES, LICENSE, REGISTRATION**

- Valid Operator's License required.

### **WORK ENVIRONMENT**

- Team player – respectful interaction with all other county personnel; follow employee manual and dress codes.

***Job description and schedule are subject to change at the discretion of the Court.***