

Chief Juvenile Probation Officer

Hardin County Common Pleas Court, Domestic Relations, Kenton, OH

Job Title: Chief Juvenile Probation Officer/Manager

Salary: \$70,000-\$75,000, commensurate with experience

Hours: 8:00 a.m.-4:00 p.m., Monday- Friday, 24 hour on call duties

Reports To: Judge and Magistrate

FLSA Status: Non-Exempt and unclassified position

Employability: Must pass a background check and drug testing

Probationary Period: Six (6) Months

BENEFITS:

Insurance: Comprehensive Health, Dental, Vision, Life and Supplemental Life may be purchased at group rates.

Paid Time Off: Ten (10) holidays, vacation (after 1 year) and sick time.

Retirement: Ohio Public Employees Retirement System (OPERS) and Deferred Compensation Plans.

Job Summary

The Chief Probation Officer directly supervises the Probation Officers. They will plan, direct, assess, monitor, and coordinate work activities of assigned probation staff. The Chief Probation Officer will promote staff development and support the mission of the Court. The Chief Probation Officer will resolve inter/intra departmental issues to fulfill the daily operations of the Probation Department.

Essential Duties and Responsibilities

The following duties are normal for this position, They are not to be construed as exclusive or all inclusive. Additional duties may be required and assigned by the Judge and Magistrate.

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.

Plans, directs, assesses, coordinates, manages, and monitors the work activities of staff in the Probation Department.

Manage the performance and operations of the Probation Department and Probation Officers, including recommended discipline for any non-compliance with Court policy and/or County Handbook.

Coordinates activities and resolves inter/intra-departmental issues to fulfill the Court's Mission and enhance probation services.

Responsible for consistently evaluating/monitoring and keeping staff up to date regarding Title IV-E compliance.

Knowledge of and ability to write grants for funding.

Provides individual and unit supervision, coaching, and training to staff on a regular basis regarding case planning, intervention development, resource identification, and coordination of probation planning.

Has responsibility for tactical decisions and final results aimed at meeting the strategic objectives that are established at a higher level of the organization. Decisions frequently impact an entire organizational unit or major activity. Position often encounters unique situations that produce

job and organizational uncertainties. Establishes processes to be performed.

Plans/allocates human and budgetary resources and grant funding.

Supervises staff's effective implementation of best practices in supervision skills with clients for positive behavioral change on a daily basis. Teaches and coaches staff to engage clients, teach problem solving skills, and provide evidence-based interventions to increase successful outcomes for youth.

Monitors staff to complete a thorough report on the family's social history and ensures all recommendations are in line with probation transformation.

Discusses, assesses, and develops case planning and treatment interventions with staff, other relevant professionals, client/family, and significant others.

Interacts with Judge, Magistrate, school administrators, courtroom staff, outside agency professionals, committees, elected officials and the public.

Reviews and approves staff documentation to ensure accuracy and professionalism.

Assists in designing and implementing training programs to promote and enhance skills and competency development, including onboarding programming for professional staff.

Develops, implements, and conducts on-the-job training for staff.

Conducts field and court observations with staff on a regular basis in order to evaluate and improve staff skills and promote competency development.

Engages in continued professional development, education and training.

Performs other duties as assigned by the Judge and Magistrate.

Supervisory Responsibilities

Has supervisory accountability for other employees, volunteers, or interns. Plans, directs, and coordinates activities for a unit. Duties may include scheduling and assigning of work, training in all facets of work, quality control, and decisions impacting the pay, status, and tenure of others. Conducts performance evaluations, provides input and participates in discipline, dismissal, and hiring processes, and is accountable for timesheets for assigned staff.

Equipment Operated

Standard office equipment and office technology such as copy machines, fax machine, personal computers and telephones.

Confidential Data

All court-related information regarding hearings, juveniles, families, etc. that the employee may come in contact with by working in the facility and for the Court.

Working Conditions

This position is subject to varying and unpredictable situations; may handle emergency or crisis situations; is subject to many interruptions; may handle multiple calls and inquiries simultaneously; and may occasionally handle absentee replacement on short notice.

Position may be required to travel and visit with clients and family members and have varying working conditions outside of the

courthouse. Contact involves occasional exposure to physical injury, illness or hazards as a continuous part of the position. May occasionally have exposure to unsafe working conditions, people, or elements, and may have to take precautions when performing tasks.

Usual Physical Demands

While performing the duties of this job, the employee is required to sit, to speak clearly, and to hear. The employee must occasionally lift and/or move up to 10 pounds.

Knowledge, Qualifications, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Must possess skills in scheduling, planning, coordinating, teaching, training, coaching, mentoring, and problem solving. Demonstrable leadership and team building skills. Creative abilities in facilitating workable programs for truant and delinquent youth. Ability to supervise and manage staff in compliance with Court and County policies, and state and federal standards. Able to delegate, assign work responsibilities, and evaluate work performance. Comprehensive working knowledge of adolescent growth and development, family dynamics and human behavior, and community and court resources. Knowledgeable regarding evidence-based practices, criminogenic factors, graduated sanctions, community-based resources, delinquency research, motivational interviewing, case planning, and case coordination activities. Able to assess/evaluate Title IV-E compliance and keep up to date with all case planning requirements. Knowledgeable regarding assessment and case planning with youth and families. Ability to assess/evaluate compliance with the O.Y.A.S. assessment tools, and all required probation documents involved in case planning and coordination activities regarding youth/families. Ability to analyze/ review statistical data and compile reports.

Ability to read, review and interpret assessments in order to assist staff with case planning and case coordination activities. Knowledgeable and best practices in juvenile justice. Strong knowledge of cognitive behavior therapy and techniques, and possess a therapeutic orientation in delivering services to youth/families. Good written and verbal communication skills necessary for report writing, grant writing and presentations. Flexible and open to learning and change. Good interpersonal skills and the ability to establish rapport with clients and maintain working relationships with clients, staff, various professionals, and the public. Must be able to handle stressful/volatile situations.

Education and/or Experience

Bachelor's Degree in Criminal Justice, Social/Behavioral Science or related field with seven (7) years supervisory/management related work experience and casework experience in Probation Services.

Military, law enforcement and OPOTA training and experience a plus.

Licensure or Certification Requirements

Must possess a valid Ohio driver's license and maintain valid automobile insurance, with a clean driving record and ready access to a safe functioning automobile.

Court Expectations of Employee

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job and exhibit a professional and respectful demeanor at all times.

Court Mission Statement

To administer justice, rehabilitate juveniles, support and strengthen families, and promote public safety.

Application Procedure

Submit a resume, with references: by March 1, 2024 at noon.

email: teresa.glover@hardincountyohio.gov

mail: Hardin County Common Pleas Court
Domestic Relations Division
Attn: Magistrate Glover
One Courthouse Square, Suite 210
Kenton, Ohio 43326

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