

**IN THE FRANKLIN COUNTY COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS
AND JUVENILE BRANCH**

TITLE OF POSITION: **JCES (JUVENILE COMMUNITY ENRICHMENT SERVICES)**

SPECIALIST

IMMEDIATE SUPERVISOR: **Director of JCES**

NORMAL WORKING HOURS: **Varies**

SALARY: **\$23.94 per hour. Position is subject to 180-day probationary period.**

MINIMUM REQUIREMENTS:

A Bachelor's Degree in public administration, sociology, social work, criminology, psychology, or OR equivalent experience. An equivalent combination of training and experience can also qualify. Three (3) to five (5) years of experience working with at risk youth or multi-problem youth in juvenile court systems. Proficiency in Microsoft Office products, including Word, Outlook, and Excel with OYAS and Epics preferred.

ESSENTIAL FUNCTIONS

1. . Conducts an assessment interview using validated assessment tools to comprehensively assess the risk, needs, and strengths of the youth and family.
2. Manages all aspects of assigned caseload, regardless of community placement, including but not limited to, pre-sentence investigation report (PSI), electronic monitoring devices, community/restitution services, police-initiated diversion, alternatives to commitment, interstate transport, transportation services, employment opportunities, drug screens, education services, motions, JSO treatment plan, etc.
3. Develops a specific goals/programming plan with the youth and family that is tailored to the unique needs of each youth; provides linkage with community programs, court services, and external agencies; re-engages youth in education, coaches' behaviors to prevent continued delinquent/unruly activity; responds to questions/inquiries related to the plan and/or relevant programs.
4. Reviews and verifies youth have completed agreed upon goals/activities, meets with youth, family members/guardians, school staff, and/or other services providers to discuss progress, and develop alternatives for youth facing challenges in meeting the objectives of the goals/programming plan.
5. Serves as a success coach and supports youths' progress by maintaining contact with youth and family at home, at school, and within the community. Utilizes methods, techniques and approaches to deliver the most effective services that are consistent with youth's needs, developmental skills and mental health status in conformance with a specific goals/programming plan tailored to the unique needs of each youth.
6. Redirects inappropriate behavior and attitudes using motivational interviewing and other departmental practices; helps youth internalize their behaviors through the use of counseling and guidance; establishes and maintains a positive relationship with youth and family.
7. Prepares reports and enters data into JJIS/court databases to include but not limited to recommendations/options for the assigned judge and/or magistrate; devises alternatives for youth facing challenges in meeting the objectives of the goals/programming plan.
8. Reviews progress of restitution/community service objectives; assists youth in meeting the expectations outlined in judicial orders and/or the goals/programming plan.
9. Coordinates and attends meetings with community-based service providers and other agencies for the purpose of youth prevention/rehabilitation efforts.
10. Updates, maintains and inputs into JJIS/court databases detailed case notes to document contacts with youth, family, and providers indicating youth's progress.
11. Performs other duties as assigned.

**Posting Period: October 20, 2020 –
November 2, 2020**

**Application/Resume must be received
by: Monday, November 2, 2020 @ 5:00
p.m.**

**Apply On-line:
drj.fccourts.org**

Telephone: (614) 525-3268
Fax: (614) 525-2230

Address:

Franklin County Court of Common Pleas
Division of Domestic Relations and
Juvenile Branch – **Attn: Human
Resources**
373 South High Street, 4th Floor
Columbus, Ohio 43215

**THE FRANKLIN COUNTY COURT OF DOMESTIC RELATIONS AND JUVENILE DIVISION IS AN EQUAL
OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION,
SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OF ANY PERSON**