

Adams County Common Pleas
An Equal Opportunity Employer

Position Description

Position Title: Juvenile Recovery Specialist

Division:	Probation Department	FLSA Status:	Non-exempt
	Court of Common Pleas	Civil Service Status:	Unclassified
Reports to:	Chief Probation Officer	Work Hours:	40 hours week
Probation:	1 year		

Nature of Work in this Class

Work involves the supervision of offenders placed on Probation by Juvenile Court. This position must ensure that assigned probationers are in compliance with all Court imposed conditions. Applicants must meet the minimum requirements listed below. Conditions and procedures for selection shall be set by the Adams County Common Pleas Court Judge.

SPECIALIZED SKILLS AND KNOWLEDGE REQUIRED:

- Possesses the physical and mental ability to respond to the hectic pace of the Probation Department. Must be able to deal with interruptions, multitasking, demanding timelines, and volatile situations/clients.
- Basic knowledge of the philosophies, theories, and practices of the correctional field; some knowledge of the relationship between law, psychology, sociology, law enforcement and criminology as these disciplines are related to the duties and responsibilities of this position.
- Good writing and communication skills.
- Ability to maintain good public relations on all levels as a representative of the Court; unquestioned integrity; maturity of judgment and tact.
- Ability to maintain confidentiality of both confidential and sensitive information.
- Ability to establish and maintain effective working relationships with associates and other job related contacts.
- Ability to establish rapport with, secure the cooperation of, and inspire confidence in defendants/offenders or various social and economic backgrounds; ability to work with resistant clients.
- Ability to exercise initiative in handling problems encountered while performing assigned duties; ability to perform under stress when confronted with emergency, critical, unusual or dangerous situations.
- Devotion to the principals of public safety and welfare.
- Knowledge of available community resources and the understanding and skill necessary to use them.
- Ability to make referrals to appropriate treatment agencies.
- Candidate will be certified or possess the ability to become certified in the administration of the assessment tools including but not limited to OYAS/ORAS, SUD, Mental Health, Anger Management and Carey Guides.
- Ability to create and prepare case plans/aftercare plans targeting both risk and need.
- Ability to become credentialed to host classes including but not limited to: AA/NA, Anger Management, Parenting, and Family Counseling sessions.
- Willing to assist others, contribute to the mission of the department and work toward common goals.
- Ability to conduct thorough investigations of cases and make sound evaluations and recommendations to the Court.
- Ability to coordinate and schedule telehealth appointments.
- Possess a valid State of Ohio Vehicle Operator's license.
- Availability to work evening hours.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Supervises, monitors and drug tests defendants who are under court ordered supervision.
- Maintains detailed activity/case notes.

- Investigates and prepares progress reports.
- Performs other related duties as required by the Chief Probation Officer.

EDUCATION REQUIREMENTS:

- At minimum, the completion of BA or BS from an accredited college in the field of academic study such as criminal justice, criminology, psychology, sociology or related field or any combination of education, training, and work experience, which indicates possession of the minimum requirements for the position.
- CDCA licensure is preferred.

Please email all resumes with pay expectations to vgrooms@adamscountycourts.com

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.
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Date Adopted: September 1, 2024

