

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Juvenile Justice Center

**Unit:** Judicial Services

**Name:**

**Position Title:** Youth Worker I

**Class Title:**

**Class Number:**

**Dept./Div.:** Juvenile Court

**Civil Service Status:** Unclassified

**Reports To:** Programs Director

**Employment Status:** Full-time

**Pay:** As Determined by Court

**FLSA Status:** Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Minimum qualification is the completion of secondary education and 1 year of formal experience working with troubled youths and their families. Training or experience in criminal justice, social work, cultural diversity, and behavioral health is preferred. Must have advanced skills in written/oral communication and computer usage (Microsoft Office). Must be able to work with minimal supervision, follow detailed instructions, and manage multiple tasks. Must be 21 years of age or older at time of appointment and have the ability to establish mature rapport with juveniles.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio motor vehicle operator's license with an acceptable driving record and proof of insurance

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Passenger vehicle, computer, scanner, office copier, telephone.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** For purposes of ORC 4167.

Occasional: Exposure to bodily waste, tissue, or fluid; contact with potentially violent or emotionally distraught persons.

Constant: Operates or works in proximity to moving motor vehicle; works various shifts (mornings and afternoons); exposure to hot, cold, wet, humid, or windy weather conditions.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

\_\_\_\_\_  
(Date)

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## POSITION DESCRIPTION

**Agency:** Juvenile Justice Center

**Unit:** Judicial Services

**Name:**

**Position Title:** Youth Worker I

**Class Title:**

**Class Number:**

**Supervisor's Title:** Youth Works Program Manager

**Number:**

**Supervises:** N/A

**Normal Working Hours:** Must be flexible. Monday-Friday 11:00am-7:00pm September-May; Monday-Friday 7:30am-3:30pm June – August. Hours subject to change with appropriate notice.

### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

**JOB DUTIES:** In order of importance

### **ESSENTIAL FUNCTIONS OF THE POSITION:** (\* indicates developed after employment)

- 70% (1) Transport and supervise court-ordered program participants at various work sites and activities. Provide direction to program participants and assures the completed work complies with the directive. Ensure a safe work environment, and document/report any incidents. Role model appropriate behavior on a work site and complete the work **with** the program participants. Follow program policy to provide positive and negative consequences for program participants as determined by their behavior and performance. Document work performance to the file, Program Manager and Probation Officer daily both in writing and orally.

**Knowledge of:** (a)\*; (b); (c)\*; (d); (e).

**Skill in:** (f); (g).

**Ability to:** (h); (i); (j); (k); (l); (m); (n).

- 20% (2) Maintain organized program participant paper and electronic files (including referral, intake paperwork, and timesheet). Schedule and facilitate the intake with parent(s)/guardian(s) and program participant. Maintain the scheduling of youths. Evaluate and document the work performance of the youths.

**Knowledge of:** (b); (c)\*; (d); (e).

**Skill in:** (f).

**Ability to:** (i); (l); (m); (n).

- 10% (3) Attends staff meetings, seminars, and other agency meetings as they are relevant to the Youth Works Program and its participants. Performs other duties as assigned by the Youth Works Program Manager, Programs Director and JJC Superintendent.

**Knowledge of:** (a)\*; (c)\*.

**Skill in:** (f); (g).

**Ability to:** (i); (l); (m).

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Court of Common Pleas/Juvenile Division

**Unit:** Judicial Services

**Name:**

**Position Title:** Youth Worker

**Class Title:** Youth Worker- Genesis

**Class Number:**

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**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** (a) court procedures and practices\*; (b) counseling; (c) organizational policies and procedures \* (d) supervision; (e) psychology (behavioral).

**Skill in:** (f) computer operation; (g) motor vehicle operation

**Ability to:** (h) define problems, collect data, establish facts and draw valid conclusions; (i) communicate effectively; (j) prepare concise, accurate reports and written materials; (k) handle sensitive inquiries from and contacts with officials, clients and others; (l) develop and maintain effective working relationships; (m) gather collate, and classify information about data and people; (n) supervise others.

**Employment Clause I:** This is an unclassified position. Though this position is under the Authority of the Sandusky County Juvenile Court Judge and [designee] Juvenile Justice Center Superintendent, the position is funded in its entirety by the RECLAIM Ohio grant and shall be considered conditional based on this funding. Loss of funding may eliminate the Youth Worker I position. Reliable, consistent attendance is a requirement and essential function of all positions. Employees are expected to be punctual and dependable in order to meet the needs of their department and the Juvenile Justice Center. Individual assigned must be flexible in scheduling based on the needs of the facility. The work schedule will be assigned by JJC Superintendent or his designee.

