

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Juvenile Justice Center	Unit:	Judicial Services
Name:		Position Title:	Program Facilitator
Class Title:		Class Number:	

Dept./Div.:	Division of Programs	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:

Completion of an Associate's Degree from an accredited college in Social Work, Criminal Justice, Sociology, or Psychology is preferred OR equivalent combination of education, training and/or experience demonstrating considerable background working with troubled youth and their families. Must have two (2) years' experience in working with troubled youths and families; shall successfully complete a six (6) month probationary period demonstrating the ability to supervise and perform programming functions, while maintaining order and security of this facility; must establish and maintain an active supporting relationship with Programming Supervisory / Administrative Team.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's license with an acceptable driving record, 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 fluids.

Periodic -Contact with potentially violent or emotionally distraught persons.

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. As a provision set by the Juvenile Court, employees who have direct contact with youths who are in the care and custody of the Detention Center; shall be considered serving in a Safety – Sensitive position and all functions of said position are to be considered Safety Sensitive. 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)

(Employee Signature)

(Employee Print Name)

(Date)

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Agency: Juvenile Justice Center

Unit: Judicial Services

Name:

Position Title: Program Facilitator

Class Title:

Class Number:

Supervisor's Title: Programs Director

Number:

Supervises:

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

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

40% (1) Supervises afterschool programming which includes transporting youths to and from programming, assisting youths with homework and group facilitation. Group facilitation includes groups with residents of the Juvenile Detention Center as instructed.

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

Skill in: (f); (g).

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

25% (2) Maintains case management by keeping accurate case management notes, reports, and files case information in the appropriate manner. Case management includes weekly goal setting with youth as well as tracking behavioral needs and school attendance/performance.

(2) **Knowledge of:** (b); (c)*; (d).

Skill in: (f).

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

10% (3) Maintains oral and written communication with parents, court staff, school personnel and service providers in regards to behavioral management and academic success of the youth.

(3) **Knowledge of:** (a)*; (c)

Skill in: (f).

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

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