

## Holmes County Juvenile Court

### Position Description

#### YOUTH SUPPORT SPECIALIST & COURT INVESTIGATOR

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**Job Title:** Youth Support Specialist & Court Investigator

**Immediate Supervisor:** Magistrate Julie Dreher

Judge Thomas C. Lee

**Positions Supervised:** None

**Civil Service Status:** Unclassified, serves at pleasure of Judge

**FLSA Status:** Non-Exempt (hourly based)

**Employment Status:** Full-time, 40-hour work week

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#### Job Responsibilities:

##### *Youth Support Specialist*

- Manage and oversee the School-Court Youth Development Partnership with the goal of improving the development and well-being of students by providing and monitoring early intervention services for students and their families and addressing family needs.
- Act as the lead for the Holmes County Juvenile Court in the program.
- Attend and actively participate in At-Risk Committee meetings at West Holmes High School and West Holmes Middle School. Take and maintain notes of At-Risk Committee meetings, participate in decision-making and development of Action Plan goals for students, support the Action Plans and expectations of the At-Risk Committee, develop a system to track and collect data of student progress on Action Plan goals, monitor services for At-Risk students, and oversee the progress of the Action Plans to confirm progress.
- Assist families with linking with service providers. Identify any barriers or other needed referrals or services. Serve as the liaison between the student, family, school, and service providers. Coordinate meetings for students and families with school staff or providers as needed. Assist family with understanding and navigating Ohio Rise involvement, if applicable.
- If students and families do not engage with the At-Risk Committee at the school level, meet with students and families to ensure they are linked with appropriate resources and that concerns are addressed.
- Make home visits with attendance officer, other school officials, service providers, or probation officers.

- Coordinate case management with probation officers for youth in the Juvenile Court's Probation and Diversion Programs.
- Assist with scheduling, transporting and monitoring youth with community service activities.
- Categorize and organize local services and resources. Create spreadsheet of services for easy identification of applicable services and resources for students and their families.
- Identify and organize resources to provide on-site at the school, such as parenting classes.
- Identify and develop activities for the program, including school field trips.
- Identify and develop assessments, forms, and resources with school lead.
- Work with the school program lead to set goals and objectives for the program, identify activities for the program, and develop a monitoring progress plan.
- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions.
- Perform additional duties and assignments as requested.

#### ***Court Investigator***

- In proceedings pertaining to the allocation of parental rights and responsibilities for the care of a child, pursuant to Ohio Revised Code 3109.04(C) and Juvenile Rule 32(D), investigate the character, health, family relations, past conduct, present living conditions, earning ability, and financial worth of the parties by interviewing appropriate parties, obtaining and reviewing records and other information, and conducting home visits.
- Prepare report of investigation to be filed with the court.
- Testify at trial regarding contents of report.
- Maintain confidentiality of investigation.
- Maintain list of relevant services and providers for court-referrals for services such as counseling, mental health evaluations, and drug screening.
- Perform drug screening of parties as needed.
- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions.
- Perform additional duties and assignments as requested.

#### **Qualifications:**

- Required: High school diploma with experience.
- Preferred: Bachelor's degree in human or social sciences or psychology; school social worker certification; experience working with middle school or high school students or in a mental health or social services field.

**Desired Knowledge, Skills & Abilities:**

- Knowledge of:
  - Intervention services and community resources.
  - Counseling.
  - Adolescent development.
  - Child delinquent and unruly behavior.
  - Family dynamics.
  - Mental health diagnoses.
  - Juvenile law.
  - Family law.
  - Court practices, procedures and protocol.
  
- Skills & Abilities:
  - Desire to positively impact students' lives.
  - Effectively work with and maintain a positive relationship with school personnel, students, families, service providers, and Court staff to improve the development and well-being of students.
  - Problem solving skills.
  - Handle sensitive matters and maintain confidentiality.
  - Information gathering skills.
  - Relevant report writing experience.
  - Communicate effectively in written and oral form.
  - Prepare and maintain accurate documentation (both written and electronic).
  - Computer skills, including data entry, and familiarity with Microsoft Word and Excel.
  - Strong organizational skills.