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ACCEPTING RESUMES

Position:	Diversion / Resource Center Specialist 2 OhioMeansJobs Post #211962964
Job Description:	**Position Summary:** The Diversion / Resource Center 2: Part-Time / On-Call position, under the direct supervision of the Diversion Supervisor or Chief Probation Officer, may receive and process police reports or charges from all county law enforcement agencies and prosecutors. Diverting as many cases as appropriate from the official delinquency docket and handling the other reports unofficially. Days and hours of employment may vary, positions are for part-time and call-in employment. **Responsibilities:** Maintain supervision of juvenile's weekly contact by phone calls, field visits and home visits. Preparing files and contacting parties regarding appointments. Conducting intake conferences using motivational interviewing. Provide appropriate sanctions or referrals to the youth. Assess juveniles risk to recidivated through the Ohio Youth Assessment System and other screening and assessment tools. Maintain professional relationships with families, schools, law enforcement and other local agencies. Maintain office duties by aiding the Judge, Magistrate, Probation Officers and Diversion staff in reviewing cases, drug screens, unruly walk-in complaints and any other duties as assigned. Participate in all necessary trainings. Attend Court hearings as needed. Transport youth to correctional facilities and residential settings along with transporting youth to community settings and groups. Ability to explain information and concepts clearly and concisely with confidence. Exhibits professionalism with peers, being a positive role model. Has knowledge of community resources and ability to connect families to those resources. Facilitate programming for T4C, ART, Parent Project, 7 Challenges and other court programming as needed. Completing any duties as assigned by the Judge or Supervisors.
Desired Skills:	High School Diploma (Minimum). Bachelors in Criminal Justice or Social Work preferred. Must comply with the Ashtabula County Drug Free Workplace Policy. Certification in CBI-CC, Motivational Interviewing, CBT, T4C, ART, Girls Circle, and Boys Council preferred but not required. Must be dependable and self motivated. A valid driver's license and motor vehicle are necessary. Applicant must be able to pass background check and drug test. Must be able to comply with the Ashtabula County Vehicle Use policy. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.
How to apply:	**Resume are being accepted until September 27, 2019 at 4:30p.m.** ASHTABULA COUNTY JUVENILE COURT **ATTN:** Andrew Misiak, Court Administrator 3816 Donahoe Dr. Ashtabula, Ohio 44004 ***NO PHONE CALLS PLEASE***
OPEN DATE 9/12/19 **CLOSE DATE 9/27/19**	If you need assistance or have any questions, feel free to contact: OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs. Thank you and best of luck OhioMeansJobs Ashtabula County Like us on Facebook Follow us on Twitter