

MEDINA COUNTY ADULT PROBATION DEPARTMENT

JOB VACANCY

Community Service & Vocational Outreach Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Meet with probationers to determine best placement options;
- Meet with probationer, refer and set up community service or vocational training within partner agency;
- Keep probation officers apprised of all developments;
- Set up files and enter data into probation's database (OCSS) program;
- Send client list monthly to stakeholders (human resources);
- Complete paperwork and fax referral and other necessary documentation to partner agencies;
- Enter probationer notes and keep database current with all case developments and updates. Make notes of phone calls and all other contacts made pertaining to the case and follow through with each probationer keeping probation officer promptly apprised of all developments and status at all times.
- Verify enrollment, participation, and completion of community service and vocational programming with partner agency;
- Make and distribute certificates of completion and give copy to probation officer;
- Keep records and compile annual end of year reports indicating number of referrals, placements, hours completed, etc. for community service and vocational programming placements, in two individualized reports, and submit to Chief Probation Officer by end of first quarter of the following year.
- Keep contact information for local non-profit agencies updated and continuously seek additional partnerships.
- Testify in court, when necessary and rely on meticulous records to do so;

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be submitted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Professional manner in dealing with others, including maintaining constructive working relationships.
- Ability to exercise good judgment, tact and diplomacy.
- Strong verbal and written communication skills.
- Ability to organize and prioritize duties.
- Demonstrated flexible and efficient time management, including ability to successfully prioritize workload to meet deadlines.
- Ability to effectively manage workload while meeting departmental and organizational goals.
- Must have good Microsoft Word and Excel computer skills.

EDUCATION and/or EXPERIENCE

Minimum of an associate's degree psychology, sociology, criminal justice, business and/or preferably two years working directly in a probation department that had an in-house community service program

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires community visits to agencies providing services to offenders and to residences of offenders. This position may involve controlled exposure to intoxicated, belligerent, or potentially violent offenders in court or a community agency environment.

COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Probation Department expects that the employee will adhere to the mission and values of the Probation Department as well as all Probation Department policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and may be required to provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing, and 180-day probationary period.

APPLICATION PROCESS

Applicants must **submit a resume, and a cover letter** addressed to Veronica Perry, Medina County Chief Probation Officer, that describes with some specificity how the applicant's qualifications match those required for the position. To ensure consideration, the materials should be submitted **by Tuesday April 30, 2019**, to:

Veronica Perry, Chief Probation Officer
Medina County Adult Probation Department
99 Public Square, Medina, OH 44256
or email to vperry@medinacountyprobation.org.

NO PHONE CALLS PLEASE.

Only qualified applicants will be contacted to move forward in the interview process.

SALARY: THIS IS A PART-TIME POSITION (UP TO 25 HOURS PER WEEK)

PAY: \$15.40 PER HOUR

Benefits

Medina County makes available a variety of benefit options depending upon your employment status. Specific information regarding benefit eligibility will be discussed and reviewed at the time of hire.