

Clinton County
Court of Common Pleas
Juvenile Division



Chad L. Carey, Judge
Courthouse, Suite 218
46 S. South Street
Wilmington, Ohio 45177

Telephone: 937-382-2391
Fax: 937-383-0823

POSITION DESCRIPTION

POSITION TITLE: <u>PT Service Liaison</u>	DEPARTMENT: <u>Juvenile Resource Center</u>
EMPLOYER: <u>Clinton County Juvenile Court</u>	SUPERVISOR: <u>Chief Probation Officer</u>

JOB DUTIES

The Service Liaison, under the direct supervision of the Chief Probation Officer, will be responsible for the following duties:

- Collaborate, refer, and coordinate services for youth and families
- Complete intake procedures
- Maintain required reports
- Other duties as assigned by supervisor

QUALIFICATIONS

- Minimum of an Associate's Degree in Criminal Justice, Social Work, Psychology or relevant field preferred but not required
- Proficient in Microsoft Office programs
- Ability to maintain confidentiality, dignity, and respect for all families
- Willingness to promote positive youth development
- Moderate understanding of the juvenile justice system and its processes as well as other systems of education, mental health child welfare, etc.
- Exemplary communication skills
- Ability to multitask
- Maintain effective performance in stressful situations
- Valid driver's license

Compensation commensurate with experience

On-site training provided

Please email resumes and references to Fiscal Officer, Kari Cunningham at:
cunninghamkm@clintoncountyohio.us

CLINTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER