

**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:** Youth Advocate – Part time

**DEPARTMENT:** Juvenile Resource Center

**EMPLOYER:** Clinton County Juvenile Court

**SUPERVISOR:** Chief Probation Officer

**JOB DUTIES**

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

- Facilitate programming for youth – Late afternoon and early evenings hours apply
- Supervise youth within the Resource Center
- Promote healthy boundaries and model pro-social and positive character skills
- Effectively contribute to programming from conception to completion
- Transport youth as necessary
- Maintain consistent documentation of youth’s progress within programming
- Attend all team and case management meetings as requested by supervisor
- Other duties as assigned by supervisor

**QUALIFICATIONS**

- Associate’s Degree or higher with some experience regarding Social Work, Criminal Justice, Psychology, or related field preferred
- Proficient in Microsoft Office programs
- Ability to maintain confidentiality, dignity, and respect for all families
- Willingness to promote positive youth development & maintain positive relationships with local businesses, community partners, and local schools
- Moderate understanding of the juvenile justice system and its processes as well as other systems of education, mental health, child welfare, etc.
- Strong written & verbal communication skills
- Ability to multitask & adjust to changing environments
- Maintain effective performance in stressful situations
- Valid driver’s license
- Employment dependent upon the successful passing of a criminal background check

**Compensation commensurate with experience**

Please email resumes and references to Fiscal Officer, Kari Cunningham at:  
[cunningham.kari@clintoncountyohio.us](mailto:cunningham.kari@clintoncountyohio.us)

**CLINTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**