

DELAWARE COUNTY
Juvenile Court

TITLE: Intensive Family Advocate

JOB OBJECTIVES: Incumbent is responsible for providing home-based intervention, advocacy, education and mentoring in effort to reduce detention placement for youth involved in the Juvenile Court and effect behavioral change in youth/families. In addition, the incumbent facilitates the family to develop natural support systems, parent education, communication, and conflict resolution for strengthening their environment. Incumbent reports to the Coordinator of the Family Advocate Program.

ESSENTIAL JOB FUNCTIONS:

- Delivers counseling for moderate and high risk juveniles and/or families using the principles of Functional Family Therapy;
- Works in conjunction with Diversion/Intake/Mediation/Probation Officer in effort to divert youth from detention;
- Assesses family function;
- Develops a one-to-one supportive relationship with youth and/or family members;
- Educate parents to establish positive parenting skills,
- Help youth accept responsibility for their actions and problems;
- Collaborates with team to develop case plan;
- Distributes case plans to team;
- Submits progress notes to team;
- Provides comprehensive status report at hearings;
- Participates in weekly group supervision with the family advocate team;
- Participates in weekly team meetings with the youth's probation officer;
- Complies with all documentation, supervision and training requirements designed for the program;
- Makes referrals to other service providers, when needed;
- Utilizes Function Family Therapy program with families;
- Offers crisis intervention for clients by assessing their situation and directing the family to suitable solutions in lieu of detention;
- Receives and responds to calls from law enforcement personnel/agencies, including calls outside normal business hours and on weekends;
- Coaches appropriate behavior for juveniles and/or families;
- Promotes appropriate and effective discipline, conflict resolution and parenting skills;
- Share the Court's philosophy to serve juvenile and/or families in the community;
- Cultivates, monitors and evaluates positive family activities; and
- Prepares various data, reports outcomes and documents ongoing program statistics and produces related reports.

NON-ESSENTIAL JOB FUNCTIONS:

- Reviews current literature, attends meetings and training sessions to develop professionally;
- Participates in various in-house, interagency and community committees as requested;
- Performs tasks as assigned by supervisors, court administrator and the Juvenile Judge; and
- Performs related essential and non-essential functions, as needed.

I. JOB REQUIREMENTS

Equipment:

Incumbent operates the following equipment: county vehicles, fuel pumps, computer and related software, printer, calculator, copier, facsimile machine, email, multi-line phone, voice mail and tape recorder.

Critical Skills/Expertise:

- Ability to apply assessment skills necessary to formulate goals and intervention plans;
- Ability to be objective and facilitate the resolution of stressful and/or explosive situations;
- Comfortable working in non-traditional environments;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish good working relationships with co-workers, other County agencies and service providers;
- Ability to follow written and oral instructions;
- Ability to maintain confidentiality;
- Ability to prioritize, organize and work independently;
- Ability to work in teams;
- Ability to analyze problems and draw valid conclusions;
- Knowledge of family advocate referral processes;
- Knowledge of family dynamics and child development;
- Knowledge of basic intake and probation procedures and practices;
- Knowledge of mental health therapy;
- Ability to accurately collect, analyze and report data;
- Advanced knowledge of cooperation and negotiation skills;
- Knowledge of Juvenile Court Judicial System, custody laws and procedures and County Personnel policies and procedures;
- Knowledge of placement procedures;
- Knowledge of the Abused and Neglected Child Reporting Law;
- Advanced knowledge of transference and professional development issues;

- Knowledge related to specific types of offenders, e.g. juvenile sex offenders, drug/alcohol offenders, unruly offenders, etc.; and
- Knowledge of DSM-V and mental health practice, ethics and intervention strategies.

Job Standards:

Master’s degree in behavioral science, social science, early childhood development, education or a related field and a minimum of 4 yrs. related work experience in mental health/chemical dependency assessment methodologies, psychotherapy, and development of treatment programs with adolescents and families with experience in juvenile justice system *strongly* preferred. LSW or LPC licensure through State of Ohio preferred; additional chemical dependency counselor licensure also preferred. Experience working with “at-risk” youth and families. Must have a valid Ohio driver’s license and a clean criminal record. Must assume a flexible work schedule, be available outside normal business hours, including evenings and weekends and have access to reliable transportation. Work consists of complex, varied, non-standardized tasks, requiring the application of numerous laws, rules, regulations and procedures.

II. RESPONSIBILITY

Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Supervisor provides technical direction on changes in legislation and/or Agency policies and procedures. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling tasks, establishing priorities, modifying procedures, forming collaborative relationships with other service providers in the County and normally receives supervisor’s input upon completion of work.

Errors in work are not readily detectable and may result in the poor delivery of services, the separation of adolescent and parent(s), emotional and/or physical damage to individuals and could result in loss of program/grant funding. Errors in judgment could lead to fatal consequences for clients.

III. PERSONAL RELATIONSHIPS

Incumbent has direct contact with co-workers, employees in the department, public and private sector employees, supervisors and employees of other County departments, treatment professionals, various local and state agencies, educational institutions, institutional residents and the general public. The purpose of these contacts is to promote problem solving, coordinate programming efforts, monitor adolescents and families, reduce the number of out-of-home placements, maintain open lines of communication, provide case consultation/intervention issues, provide/promote education and awareness and act as liaison for the agency with local, district and state offices.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent performs sedentary work that may require lifting up to fifteen (15) pounds occasionally.

Physical Activity: Incumbent performs the following physical activities: climbing, stooping, reaching, walking, grasping, talking, hearing and repetitive motion.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent works in inside and outside with protection from weather conditions, but not necessarily from temperature changes; however, work setting involves occasionally being in close proximity of threatening situations and violent youth and/or families.

V. JOB STATUS

This is a non-exempt position under the Fair Labor Standards Act of 1938. This position is “unclassified” under the Ohio Revised Code (§124.11).

