

Mary Haven Youth Center
Position Available

JOB CLASSIFICATION TITLE: DRUG AND ALCOHOL INTERVENTION
SPECIALIST

AGE REQUIREMENT: MUST BE 21 YEARS OF AGE

DEPARTMENT: MARY HAVEN YOUTH CENTER

STARTING RATE: Negotiable

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: August 5, 2024- September 5, 2024

APPLICANTS SHOULD SEND COMPLETED COUNTY APPLICATIONS TO

MARY HAVEN YOUTH CENTER
900 MEMORIAL DR.
LEBANON, OH 45036
Attn: Christine Charlton
Christine.Charlton@co.warren.oh.us

THIS POSITION IS SUBJECT TO A BACKGROUND CHECK, POLYGRAPH AND
A POST OFFER DRUG SCREEN

**Mary Haven Youth Center
Position Description**

Position Title: Drug and Alcohol Intervention Specialist

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| Department: Court Clinic | FLSA Status: Non-exempt |
| Reports To: Clinical Director | Civil Service Status: Un-Classified |
| Starting Salary: Negotiable | Employment Status: Full Time |

Job Responsibilities:

Provide interventions and case management services to residents referred to the Court Clinic of the Warren County Juvenile Court: to include those in placement at the Mary Haven Youth Center, the Juvenile Detention Center or other youth involved with the Court. Services are to be provided on the first shift, 9 AM – 4:30 PM (5 days per week) with expectations for flex time in the evenings to accommodate family needs.

Qualifications:

Employee must have a Bachelor's Degree in Social Work or a related field. This position would have responsibility for implementing Drug and Alcohol curriculum and providing services to drug using youth and their families. Experience in providing treatment services to adolescents and their families, preferably in a correctional/residential/ group home setting. Experience working with youth either in supervision or case management. The employee must be able to successfully complete an extensive background check including a polygraph examination prior to employment. Must be 21 years of age at time of appointment and must pass pre-employment drug screen.

Candidates do not have to meet the exact qualifications stated above but must have similar education and experience.

Licensure and Certification Requirement:

Licensed Social Worker/Professional Counselor (Preferred)
CDCA or higher licensure
Valid Ohio Driver's License

Essential Functions:

- 65% - Provide individual, group and family counseling to residents involved with the Court Clinic, including crisis interventions when necessary. Conduct weekly individual sessions with each resident, bi-weekly family sessions and conduct daily treatment group sessions with youth.
- 10% - Ensure that paperwork for client files is completed and up to date. This includes individual, family, and group counseling notes. Also, monthly summaries for the Judge and Magistrates, treatment plans and updates, reviews for release from Mary Haven Youth Center, additional court reports and maintaining the general order of the file.
- 5% - Assess referrals for appropriateness of placement at Mary Haven Youth Center and prepare recommendation report for court. Complete intake process with new residents and families. Assess detainees in the Juvenile Detention Center as needed. Complete diagnostic and/or risk assessments as ordered by the Court.
- 5% - Perform necessary case management services, including but not limited to consultation with parents, arranging medical appointments and transportation, contacts with other agencies and/or resources, referrals for mental health services, Children Services investigations/involvement, schools, Aftercare, probation, etc., and if necessary, referrals for placement.
- 10% - Complete weekly stages and pass reports. This includes daily review of residents' progress/problems (consultation with Youth Care Staff and review Pod and Agency Logs) and communicating important issues to administrative and Youth Care Staff.
- 5% - Performs additional duties or functions as requested by the Clinical Director or Superintendent of Mary Haven.

Maintains required certificates/licenses and required training hours, including requirements for certification, if appropriate

Demonstrates regular and predictable attendance

Maintains required physical and mental condition to perform duties

Maintains appropriate working relationships with Mary Haven, JDC, and Court staff

Knowledge, Skills and Abilities: (*indicates developed after employment)

Knowledge of: department policies and procedures and regulations*, Youth security and safety practices*, record keeping procedures*, Court procedures*, report writing, mandated reporting laws*.

Ability to: Interpret policies, procedures, and regulations; communicate verbally and in writing; recognize threatening or hazardous situations and problems, establish facts and draw necessary conclusions for a proper course of action; develop and maintain effective working relationships with fellow employees, residents and general public; maintain records.

Skill in: Microsoft Word, Microsoft Excel

Equipment Operated:

Copier, telephone, Computer, County vehicle

This position in no manner states or implies that these are the only duties and responsibilities, which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the position's supervisor, Appointing Authority or designee.

I understand and will perform to the best of my ability, the job duties and requirements specified in this position description.

I understand that I will be on a one (1) year probation status with monthly evaluations.

Department Head

Date

Employee's Signature

Date