

## JOHNSON COUNTY GOVERNMENT JOB POSTING

**DEPARTMENT:** Johnson County Community Corrections Juvenile  
1121 Hospital Road, Franklin, Indiana 46131  
**POSITION:** Juvenile Case Manager/Program Instructor  
**WORK SCHEDULE:** Hours as Assigned  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)  
**DATE WRITTEN:** September 1997  
**STATUS:** Part-time  
**FLSA STATUS:** Non-Exempt  
**DATE REVISED:** January 2018

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Johnson County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodations would present an undue hardship.

Incumbent serves as Juvenile Case Manager and Program Instructor for Johnson County Community Corrections Juvenile, responsible for organizing, coordinating, and facilitating juvenile programs.

**Those interested should submit their cover letter and/or resume to:**

Lori Meyers, Director  
[lmeyers@co.johnson.in.us](mailto:lmeyers@co.johnson.in.us)

Damon Cox, Assistant Director  
[dacox@co.johnson.in.us](mailto:dacox@co.johnson.in.us)

### **DUTIES:**

- Organizes, coordinates, supervises and facilitates prevention, diversion, intervention and re-entry programs for At-Risk and Court Ordered youth and their families.
- Research, write and implement new program content.
- Implement and adhere to Evidence Based Practices and Program models.
- Meet with families referred by schools, probation and/or court.
- Maintain safety and order during program instructional times.
- Speak, present and instruct before small and large groups of people.
- Participate in community trainings, committees and boards.
- Acts as liaison to a variety of individuals and agencies receiving and making referrals, explaining program services, integrating policies, procedures and services, verifying participant attendance at school/employment/services, collecting and sharing resources and resolving problems.
- Maintain participant files both written and electronically to communicate all contacts and interactions with participant, parent/guardian, and other agencies.
- Testify in court proceedings as required
- Perform related duties as assigned.

## **JOB REQUIREMENTS**

- High School Diploma or GED. Bachelor Degree and/or equivalent combination of education or work experience in related fields.
- Must be at least 21 years of age.
- Ability to meet all employer and department hiring requirements, including passage of a drug test, and criminal background check.
- Possession of, or ability to obtain required certifications, including but not limited to, First Responder/CPR and Instructor of Evidence Based Programs offered by the department.
- Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, calculator, copier, scanner, telephone, projector, camera, radio, breathalyzer and metal detector,
- Ability to provide public access to or maintain confidentiality of department information and records according to department policy and state requirements.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.
- Ability to effectively communicate orally and in writing with co-workers, program personnel, participants, official from various governmental and social service agencies, families employers and members of the general public.
- Ability to work alone and with others in a team environment with minimum supervision.
- Ability to work on several tasks at the same time, and to complete assignments effectively amidst frequent distractions and interruptions.
- Ability to understand, memorize, retain and carry out written and oral instructions, and present findings in oral and written form.
- Ability to competently serve the public with diplomacy and respect, including encounters with irate/hostile persons.
- Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.
- Ability to travel out of town for work duties, meetings and trainings
- Possession of a valid driver's license and demonstrate safe driving record.

## **DIFFICULTY OF WORK**

Incumbent's assignments are guided by definite objectives using a variety of methods and procedures, having flexibility in planning and arranging own work. Some assignments require development of pilot programs, which are in general guided by much broader policies and/or general objectives allowing the incumbent greater flexibility needing to refer to Director when interpretations of department policies, programs, expenditures are thought necessary. Incumbent frequently is required to make decisions which are restricted only by organization-wide policies with little direction.

## **RESPONSIBILITY**

Incumbent's work priorities are primarily determined by a flexible, customary routine and the service needs of the public. Work is reviewed primarily for compliance with legal requirements and compliance with department policy. Assignments are guided by broad policies and/or general objectives. Frequently, decisions are made which are restricted only by organization wide policies. Work errors are primarily detected or prevented through supervisory review. Work errors could result in loss of money to the department and ineffective programming.

Job Description: Case Manager/Program Instructor  
Community Corrections Juvenile

**PERSONAL WORK RELATIONSHIPS**

Incumbent maintains frequent communication with program personnel and offenders, officials from various governmental and social service agencies, families, employers, and members of the general public for a wide variety of purposes, including coordinating and implementing daily operations, making referrals, requesting and providing information, assuring compliance with applicable conditions, regulations and legal requirements, and resolving problems.

Reports directly to the Juvenile Assistant Director and/or Juvenile Director.

**PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent performs duties in a standard office environment, in a vehicle or in the home of a participant, involving sitting and walking at will, sitting for long periods, work with or exposed to violent/irate individuals, driving, responding to situations involving potential physical harm to self and others, keyboarding, bending, reaching, close/far vision, color/depth perception, speaking clearly, preparing detailed reports, handling/grasping objects, walking on uneven terrain, and lifting/carrying objects weighing up to 50 pounds.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Juvenile Case Manager/Program Instructor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revision.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Director or Designee Printed Name

\_\_\_\_\_  
Director or Designee Signature

\_\_\_\_\_  
Date of Signature