

**Mary Haven Youth Center**  
**Position Available**

JOB CLASSIFICATION TITLE: CASE MANAGER  
– Evening Reporting

AGE REQUIREMENT: MUST BE 21 YEARS OF AGE

DEPARTMENT: MARY HAVEN YOUTH CTR

STARTING RATE: \$16.80 – 17.80 PER HOUR

SCHEDULED HOURS: 40 HOURS PER WEEK  
12PM -10PM Monday-Thursday

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: June 7, 2022 to June 24, 2022

APPLICANTS SHOULD SEND COMPLETED COUNTY APPLICATIONS TO

MARY HAVEN YOUTH CENTER  
900 MEMORIAL DR.  
LEBANON, OH 45036  
Attn: Chris 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: **Case Manager – Evening Reporting**

Department: Mary Haven Youth Center	FLSA Status: Non-exempt
Reports To: Program Coordinator	Civil Service Status: Classified
Starting Salary: \$16.80- \$17.80per hour	Employment Status: Full Time

**Job Responsibilities:**

Provide services and transportation for youth involved in the Court’s Evening Reporting Program. Services include a range of individual case management, group facilitation, supervision of meals and recreational activities. Staff will be required to work a hybrid shift, 12 PM – 10 PM (4 days per week, Monday - Thursday) to accommodate the evening reporting hours of 3PM – 8PM.

**Qualifications:**

High school diploma or equivalent with verifiable experience working with juveniles, experience working in a correctional group or group home setting, course work relating to criminal justice, social work, or other related fields. Must be 21 years of age at time of appointment. Must pass pre-employment drug screen, background check and polygraph examination.

Preferred: Bachelor’s Degree in Social Work or a related field. Experience in providing treatment services to adolescents and their families, preferably in a correctional/residential/ group home setting.

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)  
Valid Ohio Driver’s License

**Essential Functions:**

- 45% - Plan and provide group counseling and psychoeducation to youth involved with the Court's evening reporting program, including crisis interventions when necessary. Conduct weekly individual meetings with each youth and conduct daily treatment group sessions. Group interventions include, but not limited to skill-building, drug and alcohol education, corrective thinking, anger management and gender-specific programming.
- 25% - Provide transportation to and from evening reporting program. Monitor behavior of youth involved and provide appropriate supervision and security for transports and on-site activities, to include meal and recreational activities.
- 10% - Perform necessary case management services, including but not limited to consultation with parents, arranging 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 ongoing care.
- 10% - Ensure that paperwork for client files is completed and up to date. This includes individual and group counseling notes. Also include monthly summaries for the Judge and Magistrates, treatment plans and updates, additional court reports as requested and maintaining the general order of the file.
- 5% - Complete daily progress sheets to reflect behavior and participation in programming. Communicate important issues to administrative and probation 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.

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

**Positions Supervised:**

N/A

**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