

Interested parties, please email your cover letter and resume to: [courtservices@co.warren.oh.us](mailto:courtservices@co.warren.oh.us) and in the subject line, indicate "Intervention Specialist"

POSITION DESCRIPTION  
WARREN COUNTY COMMON PLEAS COURT  
General Division  
500 Justice Drive  
Lebanon, Ohio 45036

CLASSIFICATION TITLE: *INTERVENTION SPECIALIST I-H*

FLSA STATUS:	Non Exempt	EMPLOYMENT STATUS:	Full Time Temporary
CIVIL SERVICE STATUS:	Classified	WORK SCHEDULE:	8:00-4:30
REPORTS TO:	Director of Court Services or designee		Hours May Vary
SALARY:	Based on experience		Some Evenings
REVISED:	2/23/22		

**JOB SUMMARY**

The Intervention Specialist will be responsible for case management services, participant compliance with treatment, and facilitation of communication between the court, Probation Officers, and service/treatment providers.

Under supervision of the Director of Court Services or designee, staff is responsible for motivating, counseling, and monitoring offenders and probationers referred by the Court. Work activities of this position are concerned with the case management activities such as assessments, referrals, job preparation, employment diagnostic testing, and monitoring and evaluating performance with the goal of successfully assisting offenders to enter and remain in the workforce. In addition, this position is subject to a 6-month probationary period.

**DISTINGUISHING JOB CHARACTERISTICS**

- Dedication to the principles of effective behavior change and supervision, which enhances the safety of the community.
- Strong desire to work with justice-involved individuals.
- Strong belief in rehabilitation practices when making decisions.
- Strong desire to utilize evidence-based practices to change criminal behavior.
- Willing to assist others, contribute to the mission of the court, and work toward common goals.
- Ability to establish rapport with, secure the cooperation of, and inspire confidence in defendants/offenders of various social and economic backgrounds; ability to work with resistant clients.
- Ability to maintain good public relations on all levels as a representative of the Court; unquestioned integrity;

maturity of judgment and tact.

- Ability to maintain confidentiality of confidential and sensitive information.
- Ability to establish and maintain effective working relationships with associates and other job-related contacts.
- Ability to exercise initiative in handling problems encountered while performing assigned duties; ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations.
- Knowledge of the general and specific standards of the Community Corrections Act (CCA) grant, Probation Improvement and Incentive Grant, and the performance measures and goals established by the grants.
- Good writing and communication skills.
- Ability to coordinate multiple activities utilizing organizational and time management skills.
- Knowledge of available community resources and the understanding and skill necessary to use them.
- Working knowledge of motivational interviewing techniques.
- Relates positively to people of various socio-economic backgrounds, to instill confidence, and to secure cooperation.
- Possesses computer skills including experience with industry standard e-mail, internet browser, word processing software, and databases.
- Ability to work independently with little supervision.
- Ability to administer employment diagnostic testing instrument.
- Provides up to date, accurate, and timely record management, and data entry.
- Ability to coordinate multiple activities utilizing organizational and time management skills.
- Working knowledge of motivational interviewing techniques.
- Will attend training as scheduled and participate in special programs/projects as needed.
- Complete annual Common Pleas Court required training hours.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conduct intake, triage, and follow-up interviews with clients participating in Warren County's specialized dockets and court programs.
- Use risk and need assessment tools to identify and address probationer treatment needs and supervision requirements.
- Use motivational interviewing techniques to enhance probationer intrinsic motivation.
- Utilize a Continuum of Rewards and Sanctions to assist probationers in accelerating desired behavior and distinguishing undesirable behavior.
- Deploy cognitive behavioral strategies with probationers through skill training and role play exercises to facilitate behavior change.
- Meet with clients in office, jail, treatment facilities.
- Prepare progress/status reports.
- Make community resource referrals for clientele appropriate to client needs. These may include, medical, housing, counseling, employment, education, and a variety of others.
- Follow up on participants' aftercare.
- Attend treatment team and status hearings and testify as needed.
- Coordinate with treatment providers to determine appropriateness for phase advancement.
- Coordinate with Specialized Docket staff to ensure compliance with all data entry requirements in various data programs, including the monitoring of incentives and sanctions.
- Observe drug testing of participants when needed.
- Facilitate groups T4C, Life Skills, Intervention Groups and any other groups as needed.
- Liaison to community based correctional facilities and other residential treatment providers.
- Provides case management services to felony offenders referred by the Common Pleas Court. The case management services include activities such as assessments, referrals to agencies at the OhioMeansJobs-Warren County and Resource Center, and performance monitoring.
- Employment diagnostic testing to include evaluate the employment potential for each offender and devise a case

plan to address individual employment objectives. Identify potential problem areas and assist offenders to develop plans and solutions to enhance their success in employment. Refer the offender to appropriate agencies based on the evaluation.

- Provide one-on-one coaching and guidance in resume building, interviewing techniques, and job searching.
- Coordinates scheduling of job fairs, job readiness classes, and other programming with OhioMeansJobs.
- Assists offenders with computer software tutorials and the creation of resumes.
- Establishes and models standards of acceptable social conduct and provides guidance and enforces standards.
- Educates employers on federal bonding programs and on the job training opportunities for offenders.
- Seeks and maintains a directory of offender-friendly employers.
- Establishes and models standards of acceptable social conduct and provides guidance and enforces standards.
- Works closely with officers regarding client's performance in programming.
- Maintains detailed activity/case notes.
- Provides the Court / Departments with reports and updates when offenders fail to report or cooperate.
- Manages and provides support and/or transportation incentives to develop and maintain compliance.
- Coordinates and/or provides transport to job interview.
- Complete annual Common Pleas Court required training hours.
- Perform other duties, as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Substance abuse, addictions, casework practices, and employment services.
- Community treatment providers and services.
- Treatment modalities.
- Social and psychological issues regarding drug use and addictions.
- Community treatment providers, services, and program curriculum.
- Utilization of Best Practices, such as Motivational Interviewing, Carey Guides, and Cognitive Behavioral approaches.
- The structure of mental health services.
- The legal system
- Dealing effectively with substance abuse offender's behaviors.
- Documenting behaviors and maintaining accurate records.
- Interpersonal communications in a collaborative format.
- Exercising sound judgment.
- Keeping within current standards and practices of the social work profession.
- Evaluating client problems, issues, and concerns.
- Interpersonal interactions when dealing with difficult populations.
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes.
- Management and leadership principles.
- Current office practices, procedures, and equipment.
- County policies and procedures.
- Using computer hardware and software including work processing, spreadsheets, databases, email, etc.
- Applying an acquired knowledge of procedures, rules, regulations, and services of office to which assigned.
- Thoroughly understands and adheres to all court and departmental policies and procedures.
- Brings forth a quality and elevation to the department, the court, and the community.

#### **CONFIDENTIAL DATA**

- Must maintain confidentiality; will have access to and must maintain confidential information regarding court matters and offenders.

#### **WORKING CONDITIONS**

- Will have direct contact with felony and misdemeanor defendants/offenders in the community and jail. Will have contact with Judges, prosecutors, attorneys, and general public.
- Employee must not contribute to or create a hostile work environment; employee must refrain from gossip or harassment of another employee; employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination, or any other behavior that unduly demeans or intimidates another employee.
- Occasional exposure to physical harm by antagonistic defendants and their families.
- Tolerate exposure to defendants and other members of the public who may potentially be verbally or physically abusive; allergens, such as perfumes and dust; unpleasant odors, such as unwashed clothing and people.
- Exposure to blood, bodily fluids and tissue.
- Employee frequently talks and listens over the telephone and in person.
- Vision demands include close, detailed vision when operating the computer, with the ability to adjust focus for close work
- Will work inside office, jail, outside in community in all weather and types of terrain.
- Occasional exposure to physical harm by antagonistic probationers /defendants and or their families.
- Normal office environment with little discomfort due to heat, dust, noise and the like.

#### **PHYSICAL DEMANDS**

- An employee in this position will sit for extended periods of time while typing.
- Strength, dexterity, coordination, and vision to use a keyboard and video display terminal daily. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper. Occasional lifting of objects weighing up to twenty-five (25) pounds such as files, stacks of paper, reference, and other materials.
- Physical ability to frequently sit, stand, walk for extended periods of time, perform repetitive movements and work in confined areas. May be required to work at remote locations outside the court building, traveling by foot or other transportation.

#### **SUPERVISION RECEIVED**

- Department head, direct supervisor, or designee.

#### **LICENSURE**

- Chemical Dependency licensure and Global WorkForce Developer Certification preferred, but not required.

#### **QUALIFICATIONS**

- Must be twenty-one [21] years of age at the time of appointment (any misdemeanor criminal convictions will be reviewed on individual basis, no felony convictions).
- Must possess a valid driver's license (driving infractions will be reviewed on individual basis).
- Must be able to read, write, type 50 words per minute is preferred and perform necessary office functions/duties.
- Must be detail oriented with demonstrated computer skills.

- At least two (2) years' experience in case management and/or case supervision, preferably with justice involved individuals. At least two years of progressively responsible experience in such fields as counseling, social work, workforce development, or vocational counseling/education preferred.
- Interpersonal skills to develop and maintain effective working relationships with offenders, peers, management, other professionals, and the public.
- Communication skills to establish rapport with offenders in order to gain their confidence and cooperation and to engage offenders who may respond negatively to efforts.
- Analytical skills in order to be able to read, understand, interpret, and apply laws, policies, rules, and procedures.
- Ability to work independently on case assignments and understand the problems faced by families from all cultural backgrounds and economic levels.
- Problem-solving skills, planning skills, ability to prioritize and time management skills in order to meet the demands of the court's deadlines.
- Interpersonal skills necessary to communicate with court personnel in the exchange of information and provide courteous and accurate information and responses to the public, other employees, and outside agencies.
- Must demonstrate tact and professionalism in working with people.
- **Required: Degree from an accredited four (4) year college or university in social sciences, psychology, sociology, criminology, vocational education, human service counseling, or related field. Experience may be substituted for education. The successful applicant will have to undergo a background investigation and must pass drug testing.**

This position is subject to a post-offer drug screen and a background check.

THE WARREN COUNTY COMMON PLEAS COURT IS AN EQUAL OPPORTUNITY EMPLOYER

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

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position and will perform to the best of my ability the job duties and requirements specified in this position description.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority or Designee

\_\_\_\_\_  
Date