

**PORTAGE COUNTY COMMON PLEAS COURT  
JUVENILE/PROBATE DIVISION – JOB DESCRIPTION**

<b>Job Title:</b> Truancy Intervention Specialist (Full Time)	<b>Reports to:</b> Lead Diversion Specialist
<b>Department and Pay Range:</b> Family Services \$22+ per hour	<b>Classification:</b> Unclassified/Exempt

**Job Purpose**

Under the direct supervision of the Lead Diversion Specialist, the Truancy Intervention Specialist is responsible for developing diversion contracts, monitoring school attendance, and creating timely reports. The position provides case management to juveniles and their parents/guardians as they participate in the Portage County Juvenile Court truancy diversion program for attendance improvement.

**Job Duties and Responsibilities**

Collaborate with school staff and community partners to identify students who are excessively absent. Communicate with schools, families and community partners through phone calls, texts, emails, letters, and on-site and in-home visits. Develop, implement, and maintain a contractual plan with families to address attendance and truancy issues. Meet with families regularly to monitor progress. Work with juveniles to reinforce accountability. Compile and evaluate data, prepare reports and recommendations regarding diversion performance in a timely manner. Initiate legal proceedings to enforce compulsory attendance laws upon failure to engage in the diversion program. Additional duties as assigned.

**Required Qualifications**

Bachelor's degree in criminal justice, psychology, or social work or equivalent and one year of juvenile justice or social work experience; or any combination of education and experience that provides the requisite knowledge, skills, and abilities for this job.

Must be 21 years of age. Must have a valid operator's license and clean driving record. Must pass a criminal background check and pre-employment drug screen.

**Knowledge, Skills, and Abilities**

- Ability to work with a diverse population of clients including youth, families, schools, Child Protective Services, and other community partners.
- Ability to work with Lead Diversion Specialist, Director of Family Services, and other Court personnel.
- Dependability and follow through on assignments.
- Willing to travel to homes, schools, and other community sites to meet with youth and families.
- Proficient in Microsoft 365 and Microsoft Teams.
- Ability to become proficient in other court specific software.
- Excellent oral and written communication skills.
- Critical thinking skills.
- Decision making aptitude.

- Willing to handle stress in working with youth, families, and community partners while always maintaining a professional demeanor.
- Operate both independently and as a team player.

**Working Conditions**

- Physical Requirements: Incumbent performs work that may require lifting up to twenty-five (25) pounds occasionally. Ability to operate a motor vehicle.

**Working Hours**

8:00 a.m. to 4:00 p.m. Monday-Friday and availability to work after hours as necessary.

This job description is illustrative of the types of duties typically performed in this position. It is not intended to be an exhaustive listing of each and every essential function of the job. The Court reserves the right to add, change and/or delete essential functions from this position at any time.

**Benefits**

P.E.R.S., health insurance coverage available, and paid vacation after first year of public service.

APPLY ONLINE AT:

<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>

Please submit a resume and cover letter when completing the online application.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED