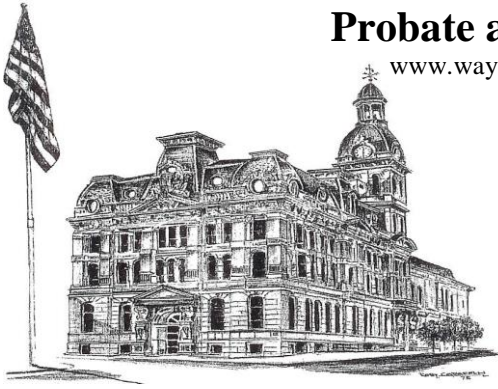


# WAYNE COUNTY COURT OF COMMON PLEAS

## Probate and Juvenile Divisions

www.wayneprobateandjuvenile.org



107 West Liberty Street

Wooster, OH 44691

Juvenile Court Phone (330) 287-5561

Juvenile Court Fax (330) 287-7731

Probate Court Phone (330) 287-5575

Probate Court Fax (330) 287-7727

Juvenile Probation Phone (330) 287-5560

Probation Fax No. (330) 287-5427

**LATECIA E. WILES, JUDGE**

### EMPLOYMENT OPPORTUNITY:

#### ASSISTED OUTPATIENT TREATMENT (AOT) MONITOR

The Wayne County Probate and Juvenile Court is seeking to fill an immediate opening for a part-time Assisted Outpatient Treatment (AOT) Monitor. The minimum starting salary for this position is \$22.81 per hour. This is a part-time position, as needed, not to exceed 20 hours per week. This position serves at the pleasure of the Judge.

#### AOT Monitor's Job Duties and Responsibilities (not a comprehensive list):

1. Monitors, coordinates, and assists with provision of services to client participants in the Assisted Outpatient Treatment program. Performs screenings and assessments of participants. Meets with participants in a variety of settings.
2. Communicates with service providers regarding services and needs. Develops relationships with key community partners, including but not limited to court personnel, private and state hospitals, law enforcement agencies, crisis services, mental health service providers, family members, and advocates.
3. Maintains files on participants. Schedules court hearings and meetings, notifying participants and service providers of these events and any required reports. Receives service reports and reviews for completeness, consistency, and appropriateness. Compiles service updates and other information into reports and other records. Presents reports and information to the court and at hearings and meetings. Notifies the judge or hearing officer of compliance issues.
4. Maintains, develops, and improves on programming for the Assisted Outpatient Treatment Program. Communicates with the judge and program partners to address changing best practice standards as well as practical needs. Recommends program revisions based upon obstacles or areas for improvement. Provides training for community partners and at educational forums as scheduled.
5. Any other duties which the Judge, Magistrates, and/or Court Administrator may assign.

**Education and Experience Requirements:** Bachelor's degree in psychology, social work, criminal justice, or a closely related field. At least two (2) years of work experience in social work, counseling, probation, criminal justice, mental health treatment, or a related area. Ohio driver's license and auto insurance.

**Applications:** Submit an employment application, resume and cover letter in writing by regular U.S. Mail to the Wayne County Probate and Juvenile Court, Attn: Court Administrator, 107 W. Liberty Street, Wooster, Ohio 44691 or via email at [courtadmin@waynecourts.org](mailto:courtadmin@waynecourts.org). **You must complete a Wayne County Employment Application and submit it with your resume and cover letter in order to be considered for this position.** The application form may be found here: <http://www.wayneohio.org/employment-opportunities>. Complete applications will be reviewed on an ongoing basis. This position will remain open until filled. Applicants will be notified if selected for an interview.

**THE WAYNE COUNTY PROBATE AND JUVENILE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Date Posted: October 20, 2023; Application Deadline: until filled**