

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:

RECOVERY COURT DIRECTOR

The Wayne County Probate and Juvenile Court is seeking to fill an immediate opening for a full-time Recovery Court Director. The minimum starting pay for this position is \$24.51 per hour. A higher starting wage is negotiable based upon prior relevant experience. This position serves at the pleasure of the Judge.

Recovery Court is a family dependency treatment court and is a specialized docket of the Wayne County Juvenile Court. It is a voluntary program that was created for parents who struggle with substance use and who have either lost custody of their children or are at risk of losing custody of their children. Recovery Court helps parents who have a dependency, neglect or abuse case open in Wayne County Juvenile Court to work towards reunification with their children while addressing substance use issues and any other related barriers.

Recovery Court Director Job Duties and Responsibilities (not a comprehensive list):

1. Attends, facilitates, and documents all pre-court staffings and weekly court hearings;
2. Monitors provision of services to all recovery court clients;
3. Conducts initial screening, intake, orientation and non-clinical assessments and refers potential participants to treatment provider for clinical assessments/evaluation;
4. Maintains files on recovery court clients;
5. Tracks and maintains information necessary for court records, grants, and other funding sources, generating reports when necessary;
6. Communicates with service providers regarding recovery court clients and furthers strong working relationships between Court and service providers;
7. Drafts and maintains policy and procedure manuals;
8. Maintains supplies of drug test equipment and sobriety awards;
9. Assists with the application for and maintains grants and other funding opportunities to improve or sustain the existence and growth of the recovery court;
10. Attends meetings with Court personnel and partners to review program progress, data collection, outcomes, etc.;
11. Assists the treatment team in troubleshooting issues as they are identified, including transportation;
12. Arranges all contacts and visits to recovery court by visiting professionals;
13. Negotiates needed service provider agreements and related contracts, subject to approval by the Judge, and monitors contract compliance;
14. Performs screenings, assessments, and drug tests;

15. Attends and participates in multi-system case conferences and communicates outcomes to the Court;
16. Enters and retrieves data via computer;
17. Prepares meeting agendas and drafts meeting minutes; organizes and provides training opportunities for treatment team members;
18. Acts as community liaison and develops collaborative partnerships;
19. Creates opportunities for program participants to do community service work;
20. Assists the participant in all phases including the orientation phase; and
21. Any other duties which the Judge, Magistrates, and/or Court Administrator may assign.

Education and Experience Requirements: Bachelor degree in psychology, social work, criminal justice, education, or a closely related field is required. At least two (2) years of work experience in social work, counseling, probation, criminal justice, or a related area is required. Consideration will be given for any combination of higher education and experience that provides equivalent knowledge, skills, and abilities.

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. 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: March 15, 2024; Application Deadline: until filled