

CLINTON COUNTY JOB POSTING

POSITION TITLE: Lead Peace Advocate

STATUS: Full Time

TYPE: Unclassified

DEPARTMENT: Juvenile Resource Center

EMPLOYER: Clinton County Juvenile Court

SUPERVISOR: Chief Probation Officer

JOB DUTIES

The Lead Peace Advocate, under the direct supervision of the Chief Probation Officer and Resource Center Program Directors, will be responsible for the following duties:

- Oversee programs within the Violence Project
- Work with Project Partners to plan, schedule and facilitate programming
- Facilitate and oversee programming for youth
- Supervise youth within the Resource Center
- Transport youth as necessary
- Maintain required reports/documentation/tracking/spreadsheets
- Collaborate with community partners
- Additional duties as position evolves
- Other duties as assigned by supervisor
- Work schedule – 80 hours per pay period, including but not limited to evening hours as needed for programming

QUALIFICATIONS

- High School Diploma
- Prefer Associate degree in Criminal Justice or related field and/or work experience within the Justice system will be considered
- Prefer some experience in Juvenile Court system, Social Work or Child Welfare
- Ability to maintain confidentiality, dignity, and respect for all families
- Willingness to promote positive youth development
- Understanding of the juvenile justice system and its processes as well as other systems of education, mental health, child welfare, etc.
- Proficient in Microsoft Office programs
- Exemplary communications skills
- Ability to multitask
- Maintain effective performance in stressful situations
- Possess and maintain a valid driver's license
- Ability to learn the court management system as well as maintain information within spreadsheets etc.

Compensation commensurate with experience

Please email resumes and references to Fiscal Officer, Kari Cunningham at:

Cunningham.kari@clintoncountyohio.us

This position description in no manner states or implies that these are the only duties and responsibilities which may be required to be performed by the position incumbent. The incumbent will be required to follow instructions and perform duties as assigned by the Chief Probation Officer and Resource Center Program Directors, or designee.

CLINTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER