



# Warren County, Ohio Court of Common Pleas Job Opportunity

Posting Number:	24.2.5 IS-I-H
Date Posted:	February 5, 2024
Deadline to Apply:	Open Until Filled

## POSITION: I-H INTERVENTION SPECIALIST (CASE MANAGER)

**DEPARTMENT:** Warren County Court of Common Pleas – General Division – Court Services  
**LOCATION:** 520 Justice Drive, Lebanon, OH 45036  
**WORK HOURS:** 80 hours bi-weekly (full-time)  
**FLSA STATUS:** Hourly/Non-Exempt  
**SALARY:** \$21.16 per hour starting

### Listed below are the QUALIFICATIONS for the position:

A bachelor's degree from an accredited institution in corrections, criminal justice, sociology, social work, criminology, or related field is required. Experience may be substituted for education. Additional consideration may be given to prior social work and counseling experience. It is preferred if the applicant has at least 2 years' experience in case management and/or case supervision, preferably with justice involved individuals. The applicant should have knowledge of vocational, mental health, substance abuse and human service resources. Applicant must be detail oriented and possess strong organizational and written skills, have knowledge and ability to use Word and Excel, and willing to be trained on other software. The position requires the ability to work independently and as part of a close team; a strong desire to work with justice-involved individuals, and excellent communication and interpersonal skills. The position requires that the candidate have problem-solving skills, planning skills, ability to prioritize, and time management skills in order to meet the demands of the Courts' deadlines. The applicant will have the ability to establish rapport with, secure the cooperation of, and inspire confidence in defendants/offenders of various social and economic backgrounds and the ability to work with resistant clients. The applicant must be able to pass a criminal background check and drug test. A valid driver's license is mandatory.

### Listed below is a summary of the JOB DUTIES:

The Intervention Specialist will coordinate with specialized docket staff to ensure compliance with all data entry requirements in various programs, including monitor of incentives and sanctions, meet with clients in office, jail and treatment facilities. The position includes conducting intake, triage and follow-up interviews with clients and assisting with developing an appropriate supervision plan to address the requirements of the court and assess the needs of the defendant/offender. The intervention specialist will attend treatment team and status hearings and testify as needed. They will facilitate groups such as T4C, Life Skills and other groups as needed. The Intervention Specialist will assist the employment specialist with job searching and other duties, and act as the liaison to community-based correctional facilities and other residential treatment providers. They will make referrals to appropriate treatment agencies and maintain accurate notes on the status of defendants. They will perform administrative duties and urinalysis as required. The intervention specialist must attend all required training and obtain hours as required. (This position is not a probation officer).

### HOW TO APPLY FOR THE POSITION:

**Please email a cover letter and resume to:**

**Email:** [CourtServices@co.warren.oh.us](mailto:CourtServices@co.warren.oh.us)