

**ERIE COUNTY**  
**JOB POSTING #2024-006**  
(Continuous Posting)

**POSITION:** FT Youth Specialist

**DEPARTMENT:** Family Court - Northern Ohio Juvenile  
Community Corrections Facility

**SALARY:** \$18.00/hour

**POSTING DATE:** 8:00 a.m., January 1, 2024

**CLOSING DATE:** 4:30 p.m., December 31, 2024

**MINIMUM REQUIREMENTS**

College graduate in a behavioral science field preferred; high school graduate or equivalent with work experience in a correctional setting is a viable substitute. Ability to teach thinking errors and life skills to residents and ability to serve residents and families from all cultural backgrounds. Ability to be trained in CPI, First Aid, and CPR. Experience with word processing software and to learn computer functions. Valid driver's license required. Erie County residency preferred.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 12/31/2024. EOE/AA/ADA

Approved for Content Matthew S. W. Ch 01/03/24

Approved for Posting MS & CR 1/8/24

## 2024-006      ERIE COUNTY JOB OPENING ANNOUNCEMENT

### Where Applications Taken:

Erie County Human Resources Office  
Erie County Services Center  
Second Floor, Room 210  
2900 Columbus Avenue  
Sandusky, Ohio 44870

Office Hours:  
8:00 a.m. till 4:30 p.m.  
Monday through Friday

### Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg.
Ohio Business College	B.V.R.
Goodwill	C.A.C.
Health Department	NAACP
Local Newspaper	OhioMeansJobs
SHS Vocational Education	All County Bulletin Boards

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### ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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DEPARTMENT:    **Family Court - Northern  
Ohio Juvenile Community  
Corrections Facility**

POSITION:    **FT Youth Specialist**

POSTING DATE:    8:00 a.m., Monday  
January 1, 2024

LOCATION:    Northern Ohio Juvenile  
Community Corrections Facility  
1338 Tiffin Avenue  
Sandusky, Ohio 44870

CLOSING DATE:    4:30 p.m., Tuesday  
December 31, 2024

WORKING HOURS:    9:00a-9:00p  
Days on/off are sequential

EFFECTIVE DATE:    A.S.A.P.

SALARY:    \$18.00/hour

### Job Responsibility:

Under supervision, is responsible for directing and monitoring the daily activities of incarcerated youth.

### Illustrative Duties:

- Participates in progress reviews, shift meetings, and general staff meetings to receive and give information as to youth progress or operational issues.
- Supervises residents in all activities as assigned.
- Transports youth outside the facility as directed.
- Leads residents to and from various parts of the facility.
- Adheres to safety and security control measures by administering proper discipline to residents according to the facility's documented procedures.
- Leads assigned group in thinking errors and life skills sessions according to the activity schedule.
- Knows and respects the chain of command.
- Operates the Commander Screen when so directed.
- Implements the intake procedures of the facility and completes the orientation process for new admits.
- Monitors parental visitations.
- Completes all required forms/reports in a timely fashion.
- Implements the crisis intervention techniques learned in CPI.
- Completes Watch Tours as directed.
- Works mandatory overtime when asked.
- Maintains a courteous and helpful demeanor toward the public and co-workers.
- Performs other related duties as assigned.

### Qualifications:

- College graduate in a behavioral science field is preferred; high school graduate or equivalent with experience working in a correctional setting is a viable substitute.
- Knowledge of human and public relations.
- Knowledge of safety practices and procedures.
- Knowledge of court procedures.
- Ability to carry out oral and written instructions.
- Ability to develop and maintain effective working relationships with co-workers and the general public.
- Ability to teach thinking errors and life skills to residents.
- Ability to serve residents and families from all cultural backgrounds.
- Ability to be trained in CPI, First Aid, and CPR.
- Ability to draw valid conclusions from information presented.
- Ability to communicate clearly both orally and in writing.
- Ability to word process and learn computer functions.
- Possession of a valid driver's license.

### Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of fifty (50) pounds.
- Push/pull with sixty (60) pounds of initial force.
- Reaching with bilateral upper extremities into/up to/down to various heights.

Physical Requirements (con't):

- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.
- Excessive physical exertion may be required to maintain control and cooperation of inmates.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**