

**Ocean's Harbor House
Job Description**

Electronic Monitoring Case Worker

Mandatory Requirements ~ Cover Letter, Writing Sample, Driving Record, Resume

- Must have valid New Jersey's Driver's License and provide 5 year driver abstract at time of interview.

- Must submit writing sample with application for employment.

**Send resume, cover letter, writing sample and driving record to
resume@oceansharborhouse.org**

This is a full time position. The salary range is \$27,500-\$31,000 and includes comprehensive benefits at no cost to the employee. The benefits are: medical, vision, dental, life insurance, long-term disability and 401k (after one year of service).

Description of the Position

Under the supervision of the Director of Youth Services and Family Crisis Intervention Unit Coordinator.

Responsibilities and Duties

Meets responsibilities, including but not limited to:

Provide 24 hour response to youth assigned to electronic monitoring

Provide crisis intervention/de-escalation services to individuals on EM

Provide intensive supervision 24/7 utilizing GPS services as well as face to face interactions, home/school/employment visits and phone contacts

Assist families with obtaining application for representation

Rotate on-call for 24-hour program response

Coordinates case management and goal planning for all clients

Plans and coordinates case management, follow-up and aftercare services for all clients

Provide staff representation and ensure juveniles appearance in court

Create court reports detailing recommendation of increase or decrease of levels of services

Coordination with shift partner of daily office hours, court dates, hot line calls, family and individual meetings

Attends employee supervision meetings, staff training and weekly case review as required

Attends local, county, and statewide networking activities as needed. Developing rapport with referral sources, court personnel and inter-agency networking.

Completes progress notes, reports, data entries and other paperwork as needed.

Completes other related duties as required.

Minimum Qualifications

BSW (MSW/MA preferred) and at least four years' experience working with youth and families.

Knowledge of the Juvenile Justice System.

Knowledge of Trauma Informed Care

Spanish speaking preferred.