

**Ocean's Harbor House
Job Description**

Electronic Monitoring Case Worker ~ full-time

Description of the Position:

Under the supervision of the Director of Programs, EM Case Worker acts as an arm of the Ocean County Juvenile Court System under the umbrella of Ocean's Harbor House services.

This position is a **full-time, non-exempt** position (40 Hours Weekly, OT Eligible). This position qualifies for full benefits under the agency's benefit package.

Responsibilities and Duties:

- Provide 24-hour response to youth assigned to electronic monitoring and home detention.
- Provide crisis intervention/de-escalation services to individuals and families on EM.
- Provide intensive supervision 24/7 utilizing GPS services as well as face-to-face interactions, home/school/employment visits and phone contacts.
- Plan and implement family and community engagement services and activities.
- Assist families with obtaining application for representation.
- Rotate on-call for 24-hour program response.
- Coordinate case management and goal planning for all clients.
- Plan and coordinate case management, follow-up and aftercare services for all clients.
- Provide staff representation to ensure client appearance in court.
- Create court reports detailing recommendation of increase or decrease of levels of services.
- Coordination with shift partner(s) of daily office hours, court dates, hotline calls, field/home visits and family/individual meetings for primary caseload and evaluations as needed.
- Attend employee supervision meetings, staff training and weekly case review as required.
- Attend local, county and statewide networking activities as needed. Develop rapport with referral sources, court personnel and inter-agency networks.
- Complete progress notes, reports, data entry and other paperwork as needed.
- Completes other related duties as required. As Ocean's Harbor House is an essential agency ensuring continuity of services to vulnerable youth, young adults and families, all staff are critical and considered essential employees of the agency; essential staff duties are not only during crisis times.
- All staff are employed by Ocean's Harbor House and while they are assigned to a respective program to perform primary duties, staff may be required to work in other programs to ensure that services are provided to clients in that respective program. Staff will be cross trained so that they are familiar with the other programs of Ocean's Harbor House.

Qualifications:

Bachelor's Degree in Social Work, Criminal Justice, or Psychology or (similar field), Master's Degree preferred. Two years of experience working with youth, families and/or court system. Knowledge of the Juvenile Justice System. Knowledge of Trauma Informed Care. Spanish speaking preferred.

Must have valid New Jersey Driver's License and provide 5-year driver abstract at time of interview. A critical responsibility of this role will be to transport clients. Therefore, a valid, current NJ driver's license, and an acceptable driving record verified via MVR and approved by our insurance carrier is required and a condition of employment.

License and Skills:

Must have a valid New Jersey's Drives License
Attention to Detail, Presentation skills, good written and oral communication skills, problem resolutions, organization.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should be able to use basic computer application to include Microsoft Office, Outlook and the internet.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate or loud. Employees will be in a housing environment with multiple clients and staff.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; sit and stoop, kneel, crouch, or crawl, walk; reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 40 pounds.

Essential Status:

Ocean's Harbor House is considered, under New Jersey executive order, an essential agency ensuring continuity of services to vulnerable youth, young adults and families. The New Jersey Office of Emergency Management identifies essential employees as those people who are designated as required to work when an office closing is authorized and these employers and employees must provide services around the clock. This permits Ocean's Harbor House to continue operating without limits on their scope of service or hours of operation, absent any further amendments by the State Director of Emergency Management.

Print Name: _____

Signature: _____

Date: _____