



**POSITION DESCRIPTION**  
**MIAMI VALLEY JUVENILE REHABILITATION CENTER**  
**2100 GREENE WAY BOULEVARD**  
**XENIA, OH 45385**



POSITION TITLE: Mental Health Therapist

DEPARTMENT: Miami Valley Juvenile Rehabilitation Center

EMPLOYER: Greene County Juvenile Court

SUPERVISOR: Director of Corrections and Rehabilitation

**FUNCTION:**

The Mental Health Therapist is a professional person appointed to manage the mental health services for youth at the Miami Valley Juvenile Rehabilitation Center in Xenia, Ohio. The Mental Health Therapist has primary responsibility for delivering individual, group and family mental health therapy for youth while promoting the goals, objectives and mission of the organization.

The Mental Health Therapist is an unclassified employee appointed by, and serves at the pleasure of, the Greene County Juvenile Court Judge under the provision of 2151.13 of the Ohio Revised Code. The Mental Health Therapist is charged with providing a standard of performance in accordance with the Ohio Administrative Code and the Ohio Revised Code regarding the Ohio Department of Youth Services standards for Community Correctional Facilities; the American Correction Association standards for Juvenile Residential Correctional Facilities, the Prison Rape Elimination Act and the State of Ohio Counselor, Social worker, Marriage and Family Therapist Board.

**JOB DUTIES (Examples may not be comprehensive):**

1. Mental Health Therapy: Individual mental health therapy; family therapy; alcohol/drug treatment group; sex offender treatment group; crisis intervention; suicide risk assessment; case management; response to therapist request form; consultation with MVJRC Mental Health Authority; consultation with MVJRC Psychiatrist; consultation with MVJRC Nurse; coordinate transition releases.
2. Public Relations: Interact with and promote the program with various professionals including but not limited to court officials, mental health practitioners, medical personnel, university personnel, parents/guardians, students, case workers, school officials; attend court hearings providing professional testimony and serving as an expert witness
3. Records/Reports: Maintain case files; develop treatment plans including treatment goals and objectives; maintain session notes; Progress Reports; Relapse Prevention Plan; Transition and Aftercare Plan; administer screening and assessment tools; additional reports, as needed.
4. Meetings/Committees: Treatment Team Meetings; Progress Review Meetings; Petition Review Meetings; Wraparound/Transition Planning Meetings; Program Review Meetings.
5. Program Delivery: Assist in milieu program, as needed; provide staff training; provide consultation and support regarding documentation; provide consultation regarding delivery of therapeutic services; develop and revise policy and procedures, including MVJRC Treatment Manual.
6. Senior Mental Health Therapist: (Title designation determined by the Director for one of MVJRC's Mental Health Therapists to include administrative responsibilities associated with the Mental Health Therapy program. Title designation is based on a combination of service and merit and is indicated by signature on the Acceptance and Authorization section of this Position Description). Coordinate clinical peer review; maintain clinical peer review records; maintain policy and procedure manual for Mental Health Therapist; train new therapists; coordinate overall delivery of mental health, AOD, and JSO services; review readiness of progress reports prior to dissemination to parent/guardian and courts; maintain availability of assessment instruments, therapeutic workbooks, and other

needed therapeutic items; accept additional therapeutic duties, including additional cases when any therapist takes long-term leave or leaves of absence; participate in the interview process for new therapists; update Mental Health Therapy program description on the website; maintain JSO program certification.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES (Examples may not be comprehensive/job related skills may be acquired pursuant to on-the-job training):**

Mental health therapy; alcohol or other drug (AOD) therapy; supervision best practices; security best practices; criminology and juvenile delinquency; juvenile rights; communication skills; time management skills; organization skills; recognition and effective response to unusual or threatening conditions; effective response in crisis situations pursuant to training; accurate and neat record-keeping; conduct of inspections; maintenance of positive relationships with youth, co-workers and the general public; physical fitness; presentation to public, tour groups and/or professional personnel in court settings; cooperation in investigations regarding serious or critical incidents; application of cognitive-behavioral interventions including behavior reinforcement/effective punishment and cognitive re-structuring techniques; role model for at-risk youth modeling pro-social behavior at every opportunity; high degree of discretion dealing with confidential information; maintenance of positive relationships with co-workers and the general public; ability to represent the organization/appointing authority in a positive manner in the community.

**WORK CONDITIONS (Examples may not be comprehensive):**

MVJRC is a medium security, residential correctional treatment facility for male and female youth ages 12-18. Operations occur in a secured and locked environment. The population consists of at-risk, emotionally disturbed and/or potentially violent felony offenders. The population includes juvenile sexual offenders. There is potential for exposure to communicable diseases and/or parasites. All workers are mandated reporters required to report harassment, abuse and/or neglect pursuant to established policy and procedure. Work is to be conducted, at times, in a fast-paced environment involving deadlines.

Routine physical requirements include reaching, stooping, kneeling, standing, walking, writing/keyboarding, talking, hearing, seeing, driving and repetitive motions. Tasks minimally require exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Additional physical requirements for staff in contact with juvenile residents include readiness for extreme exertion in the form of team-based physical restraint of acting out/potentially assaultive youth, physical transport of resistant youth, self-defense maneuvers pursuant to crisis prevention training and/or exertion resulting from first aid/CPR/AED interventions.

Work schedule is flexible except that the employee is required to be present for half of their hours or more during a two-week pay period during core times (Monday-Friday, 6am-4pm). On call 24 hours daily/7 days weekly; full-time (60-80 hours per two-week pay period) or part-time (less than 60 hours per two-week pay period). Variable shifts may be required. Mental Health Therapists are classified as *non-essential* workers and are not required to report to work during inclement weather and/or other emergencies. Full-time position is FLSA: Exempt. Part-time position is FLSA: Non-Exempt.

**MINIMUM REQUIREMENTS (Examples may not be comprehensive):**

Licensure from the State of Ohio Counselor and Social Work Board (LSW/LPC) and Bachelor's Degree in a related field or any combination of education and professional experience commensurate with a degree; satisfactory completion of physical examination resulting in finding of physical health adequate to perform the required functions of the job; satisfactory completion of professional references check; satisfactory completion of criminal background check; satisfactory completion of sexual risk assessment (if hired after 2015); satisfactory completion of Ohio Attorney General Offender Search; affirmative duty to report prior and/or current misconduct; confirmation of valid Ohio driver's license; confirmation of degrees, licenses and/or certificates.

**TRAINING & DEVELOPMENT (Examples may not be comprehensive):**

Minimum of 40 hours of orientation training in policies, procedures and practices with an additional 40 hours of training within the first year of employment. Minimum of 40 hours of annual training after the first year of employment with requirement to maintain licensure (CEUs). Required training includes but is not limited to: CPR/1<sup>st</sup> Aid/AED certification; Non-Violent Crisis Intervention Certification; Greene County Risk Management training (including Fire Safety and Prevention, Hazard Communication and Defensive Driving); Prison Rape Elimination Act policy, procedure and practice; Introduction to Cognitive Behavioral Interventions; Ohio Youth Assessment System (OYAS); Greene County Personnel Handbook; Juvenile Sex Offender therapist certification.

**ACCEPTANCE / AUTHORIZATION:**

I, the undersigned, have read and understand the requirements of the Position Description for the Miami Valley Juvenile Rehabilitation Center position of \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MVJRC Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Greene County Juvenile Court Judge Signature

\_\_\_\_\_  
Date

Established Date: 09/05/2000 as Caseload Counselor  
Revision Dates: 2010, 11/21/11; 07/12/12; 12/01/16  
Current version revised and effective: 07/02/18

*The Miami Valley Juvenile Rehabilitation Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.*