

CUYAHOGA COUNTY COMMON PLEAS COURT GENERAL DIVISION – JOB DESCRIPTION

Job Title: Mentor Coordinator Veterans Treatment Court
Department: Special Dockets

Reports To: Veterans Treatment Court Judge and Administrator Special Dockets/Courts
Salary Range: Part-Time Position \$18.69 per hour (24 hours per week)

SUMMARY

This is an unclassified part-time position that serves at the pleasure of the Court. This position will be dedicated to Common Pleas Veterans Treatment Court (VTC) and will work extensively with the Veterans Treatment Court Judge, Specialized Dockets/Specialty Court Administrator and Veterans Treatment Court Coordinator. The Mentor Coordinator's (MC) primary responsibility is to act as a support to all program participants (mentees) and volunteer mentors. The roles of the MC is to recruit and train perspective volunteers while overseeing the Mentor Program. This position will monitor the contact between all mentors and mentees to ensure each participant is receiving the mentorship outlined in the VTC Policies and Procedures. This is a grant funded position and contingent on available funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Adhere to all VTC Program Manual and best practice model for VTC Mentor Program;
2. Recruit, identify, and screen potential mentors for the VTC Program;
3. Assist the coordination and development of mentor training for volunteers;
4. Assist in the retention and growth of VTC Mentor Program;
5. Assist with program evaluation processes and submit any potential information upon the request for funding sources;
6. Maintain materials such as the Mentor Handbook, Application process, and sign-in sheets for submission to the Specialty Court Administrator and VTC Coordinator;
7. Assist in educating the community and interested organizations or groups about the VTC Mentor Program through submitting information, preparing presentation materials and public speaking;
8. Assist with the Color Guard attendees at graduation ceremonies held once per quarter or special events;
9. Assist with identifying basic needs issues of participants and relating this information back to the VTC team members;
10. Work closely with Veterans Treatment Court team members and stakeholders to promote team integrity while assisting in maintaining community support for necessary services and fostering continued collaboration;
11. Perform other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing while demonstrating time management, reliability and punctuality;
2. Ability to complete paperwork neatly, precisely and in a timely manner;
3. Possess a working knowledge of needs and issues a veteran participant may encounter related to mental health, substance use, basic needs, and an understanding of military/deployment related stress and culturally competency;
4. Ability to work independently with strong organizational skills and the ability to prioritize duties;

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5. Knowledge of personal computers and software including spreadsheets, databases, presentation graphics, word processing; proficiency in typing and data entry skills and Microsoft Office applications (e.g., Access, Excel, Word); ability to learn and work with the custom software utilized within the department and the Court;
6. Must possess a professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

Required: General or Honorably discharged Veteran of one of the branches of the United States Military; Good standing with the law; Genuine concern for Veterans involved in the criminal justice system; Strong public speaking, leadership and organizational skills. High-school diploma required.

Preferred: B.A. or B.S. degree from an accredited college or university, Knowledge regarding Veteran Treatment Court best practices and 10 key components; Understanding of mental illness, substance use disorders, and the criminal justice system.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those that an employee must meet to perform the essential functions of this job. This position requires dealing with persons in crisis, and the ability to remain calm and professional. The Mentor Coordinator meets with contacts both within a structured setting at Cuyahoga County facilities and at various outside agencies. The work environment characteristics described here represent 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.

This position requires working in a Court environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with judges, magistrates, Court employees, attorneys, clients, including those with mental health and developmental disability issues, and the public.

The normal hours of operation are from 8:30 AM to 4:30 P.M., Monday through Friday. This position will require some work beyond normal hours, including evenings and weekends, and attendance at Veterans Treatment Court related events.

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period. Applicants must submit a letter of interest and resume to:

Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center 11th Floor
Cleveland, Ohio 44113

(e-mail: infosys@cuyahogacounty.us)

THIS POSTING WILL REMAIN OPEN UNTIL THE POSITION IS FILLED

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All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

Equal Opportunity Employer- Smoke-free and Drug-free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.us