

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

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

Reports To: Veterans Treatment Court Judge and Special Dockets/Courts Administrator
Starting Salary: \$62,150.14

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. This position is dedicated to Common Pleas Veterans Treatment Court and will work extensively with the Veterans Treatment Court Judge and Specialty Court Administrator. The Coordinator's primary function is to oversee Veterans Treatment Court operations. The position recommends, plans, develops and coordinates the continuing implementation of the Veterans Treatment Court program. This position works closely with Court Administration, the Adult Probation Department, Treatment Alternatives to Street Crimes (TASC) and other specialty court dockets. This position will work in close collaboration with the Veterans Administration, community behavioral health providers, jail liaisons, County Jail administration and medical staff, Department of Rehabilitation and Corrections Administration, law enforcement, and other criminal justice partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Overseeing the daily operations of the Veterans Treatment Court ("VTC") and managing the Court's mission;
2. Maintaining the VTC Specialized Docket certification with the Ohio Supreme Court's Specialized Docket Commission;
3. Providing technical assistance in the administration of the VTC program and consulting with the VTC Judge on a wide range of organizational and managerial issues including, but not limited to, VTC efficiency and internal and external quality assurance;
4. Continuous development and implementation of procedures and policies to improve VTC goals, measures, and outcomes; serving as the information data manager for VTC; maintaining data compliance for local or federal grants and Specialized Docket Commission data requirements; managing the information system, including development of the data collection protocol, designing/maintaining forms, and producing reports;
5. Managing and coordinating the VTC team docket weekly sessions while ensuring that best practices for Specialized Docket Standards are maintained by all team members; ensuring appropriate materials and documentation have been prepared for VTC team meetings and hearings;
6. Working closely with the VTC team members and stakeholders to promote team integrity while assisting the Judge in maintaining community support for necessary services and fostering continued collaboration between the criminal justice, veterans' treatment organizations and community behavioral health agencies involved with the program;
7. Maintaining the VTC program administrative files, and preparing and disseminating program correspondences, required reports, policy and procedures manuals, participation handbook and agreement, brochures, and program statistical information;
8. Monitoring efficiency of the referral, screening and assessment procedure for VTC through analysis, review of case flow, data collection and review of documentation for eligibility determination;
9. Communication and consultation with judges, bailiffs, court staff, public defenders, attorneys, prosecutors, probation officers, jail staff, bonding officials and the community;
10. Developing community services for program participants in need of assistance (employment counseling, behavioral health services, housing, education, health and income benefits, etc.);
11. Development and management of the Court's general and advanced VTC Attorney Training series by providing local and national experts in the fields of substance abuse treatment, mental illness, and military culture;

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12. Preparing educational and community outreach presentations for VTC Judge, team members, Court staff, and community or agency stakeholders (e.g., assessing training needs, identifying training opportunities and coordinator attendance to trainings); and reviewing relevant literature;
13. Assisting with preparation of original and updated content on the VTC website;
14. Preparing the VTC annual report for publication;
15. Coordinating or attending community outreach activities and events to establish professional networking contacts for the purposes of improving VTC resources;
16. Identifying and pursuing local, state, federal, community and private funding sources in conjunction with the Corrections Planning Board to support the program while also providing assistance with oversight of contracts and Memorandum of Understanding between VTC and stakeholders;
17. Performing other duties as assigned.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. 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, with Judges, staff, Court employees, attorneys, litigants, and the public;
2. Experience in outcomes evaluation, grants management, and strategic planning and management;
3. Superior organizational and management skills;
4. Possess a working knowledge of mental illness, war zone related stress, post-traumatic stress (PTSD), Traumatic Brain Injury (TBI), military sexual trauma, depression, mental health crisis, domestic violence, and alcohol and substance abuse;
5. Ability to work independently without daily supervision and organize and prioritize duties;
6. Ability to work effectively and in a professional manner when under stress and/or confronted with tight deadlines;
7. General understanding of Court operations and processes;
8. Effective time management, reliability and punctuality;
9. Proficient in the use of Microsoft Office and statistical software applications;
10. Ability to work remotely and use remote conferencing applications, e.g., Zoom;
11. Ability to maintain sensitive and confidential information and the highest ethical standards;
12. Knowledge of federal, state, and local laws affecting operation of the Veterans Treatment Court;
13. Knowledge of counseling techniques and applications;
14. General knowledge of social service policies and procedures and of local social services, organizations, programs, and resources available;
15. Professional appearance and demeanor at all times.

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EDUCATION and EXPERIENCE

Required: B.A. or B.S. degree from an accredited college or university plus three (3) years of criminal justice and/or treatment community related work experience. Knowledge of counseling techniques and applications; knowledge of basic statistics and program evaluation techniques; general knowledge of social service policies and procedures and of local social services, organizations, programs and resources available.

Preferred: Master's level degree in Behavioral Science, Criminal Justice Administration, Business or Public Administration, Counseling, Social Work, or related field(s), plus five (5) years of experience in managerial, upper level administrative, or supervisory capacity; Active duty reserve, National Guard, or honorably discharged Veteran of the United States Armed Forces; professional license in counseling, social work or related field.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. 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 normal Court environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with judges, magistrates and other employees of Common Pleas Court, attorneys, criminal defendants, particularly those with mental health and developmental disability issues, and the general 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 other events that impact the Veterans Treatment Court.

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. Valid Ohio Driver's License required. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. Applicants must submit a letter of interest and a resume by **4:30 PM on Friday, March 19, 2021**, 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)

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.

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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