

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

**Job Title:** Crisis Intervention / Behavioral Health Specialist  
**Department:** Adult Probation

**Reports To:** Chief Probation Officer and/or Designee

**Salary:** \$54,995.20

**SUMMARY**

This full-time position will assist the Court and Probation Department in utilization of non-jail / community-based alternatives for crisis and mental health stabilization to reduce remands to the Cuyahoga County Correction Center (“Jail”). This is a grant-funded position. If the grant monies are reduced or eliminated, this position could be eliminated.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Providing screening, assessment and assistance in crisis situations in an effort to de-escalate; and coordinating appropriate community-based treatment options and linkage to existing services and/or enrollment to new services;
2. Making treatment recommendations, assisting in treatment planning and development of individualized service plans (ISPs);
3. Providing support to department officers by assisting in navigating defendants through behavioral health services in the community for purposes of engagement and linkage;
4. Serving as liaison with community-based crisis and emergency services;
5. Coordinating admission and transportation of defendants in crisis to community settings for stabilization (e.g., psychiatric hospitals, group homes);
6. Coordinating training to assist staff in identification, response and supervision of individuals with potential behavioral health needs; understanding suicide assessment and prevention techniques; and developing effective self-care for dealing with traumatic work-related incidents;
7. Collaborating with academic research partners to collect data as required for grant reporting and evaluation;
8. Maintaining service documentation per clinical standards and Probation Department policy;
9. Performing a variety of other related duties as required.

*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. Effective oral and written communication and interviewing skills (e.g., ability to listen effectively, obtain sensitive information, explain complex issues in a comprehensible manner, prepare accurate and logical reports pertinent to defendant);
2. Ability to counsel defendants effectively (e.g., assess and resolve problems, motivate defendants to pro-social behavior);
3. Knowledge of criminal justice system, current research and trends in the field of community corrections (e.g., evidence-based practices) in order to work effectively within the Court and community corrections field;
4. Knowledge of available treatment services, particularly related to mental health, trauma, substance abuse and chemical dependency;

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5. Ability to make recommendations and decisions (e.g., assessment risk and need, analyzing assessment information and other available documentation and tools to make recommendations which meet defendants' needs and criminal justice system requirements);
6. Ability to interact with individuals in crisis and respond appropriately, while maintaining a calm and professional demeanor;
7. Ability to operate a variety of office equipment in the completion of essential functions (e.g., telephone, facsimile, photocopier, calculator and personal computer with word processing, internet browser, spreadsheet, and/or database software, electronic mail system);
8. Effective time management, reliability and punctuality;
9. Ability to maintain sensitive and confidential information;
10. Ability to work collaboratively in a team environment;
11. Ability to work remotely and use remote conferencing applications, e.g. Zoom;
12. Professional appearance and demeanor at all times.

### EDUCATION and EXPERIENCE

Required: Master's Degree in social work, psychology, sociology or related field; **and** a minimum of four (4) years of professionally-supervised work in the delivery of mental health, chemical dependency and/or social services; **and** possess and keep current Licensed Independent Social Worker (LISW) or Licensed Professional Clinical Counselor (LPCC) in the State of Ohio.

### 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. 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 generally requires working in a normal Court and/or office environment. However, this position also requires travel to and contact with clients both within a structured setting at Cuyahoga County facilities and at various other criminal justice and behavioral health agencies. This position requires the ability to work effectively in community environments, which may include visits to defendants' homes, places of employment, etc. This position may frequently require interaction with individuals in crisis and the ability to assess, de-escalate and remain calm, professional and respond appropriately to unpredictable and potentially volatile high risk, acute situations.

Frequent contact is made with co-workers and other Court personnel, other agencies, attorneys, criminal defendants, defendants' families and the general public.

The normal hours of operation for the Court are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal Court hours, including evenings and weekends. Some travel will be required, particularly for mandatory grant training, both within and outside the State of Ohio.

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**APPLICATION REQUIREMENTS**

This is a grant-funded position. If the grant monies are reduced or eliminated, this position could be eliminated. Qualified applicants will be required to submit to testing. 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 prior to employment. Applicants must submit a letter of interest and a resume by **4:30 P.M. on Friday, April 30, 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](mailto: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.

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](http://www.cuyahogacounty.us)