



FRANKLIN COUNTY MUNICIPAL COURT
375 South High St.
Columbus, Ohio 43215-4520
(614) 645-8214
EMPLOYMENT OPPORTUNITY

JOB TITLE: Recovery Court Coordinator II
DEPARTMENT: Specialized Dockets
REPORT TO: Specialized Dockets Manager
PAY GRADE: 8
STARTING SALARY: \$23.58/hour (\$49,046.40/year)
HOURS: Monday through Friday, 8 a.m. to 4:30 p.m. or as assigned; evening or weekend hours may occasionally be required
POSTED: Oct. 12, 2021
DEADLINE: Oct. 26, 2021

JOB PURPOSE AND OVERVIEW

The Franklin County Municipal Court is the largest and busiest municipal court in the state. The Court has 14 judges in the General Division and one judge in the Environmental Division. Judges preside over civil, criminal and traffic cases and conduct both jury and nonjury trials. The Court's jurisdiction includes traffic cases, misdemeanor criminal cases, and civil cases where the amount at issue is \$15,000 or less. The Environmental Division has exclusive jurisdiction to enforce local codes and regulations affecting real property such as fire and building codes. The geographic jurisdiction of the Court is all of Franklin County and those portions of the City of Columbus that extend beyond the boundaries of Franklin County. The Franklin County Municipal Court is the judicial branch of the City of Columbus government despite its jurisdiction and name.

The Court operates five specialized dockets, which have received final certification from the Supreme Court of Ohio Commission on Specialized Dockets. Each docket has received certification after submitting written materials and undergoing a site review to ensure that statewide, minimum standards are met. The Specialized Dockets hold criminal offenders accountable while helping them to receive comprehensive treatment and services, which leads to a reduction in recidivism and an increase in community safety.

The Mental Health Program was created in April 2004 to better serve criminal defendants who are impacted by severe mental illness and who have pending cases before the Court.

The Changing Actions to Change Habits program was created in 2009 to better serve criminal defendants who have been charged with misdemeanor solicitation, prostitution, and/or loitering to solicit. Participants may have severe depression, post-traumatic stress disorder, or other mental illnesses and may be dependent on alcohol and/or drugs. Because many of the participants have been the victims of human trafficking, CATCH focuses on the trauma experienced by participants.

The Alcohol and Drug Addiction Program was created in May 2009 to better serve criminal defendants who are dependent on drugs and/or alcohol and who have pending legal issues before the Court. In 2010, the Opiate Extension Program (ADAP-OEP) was developed to accompany ADAP but address the needs of criminal defendants who are dependent on opiates. ADAP-OEP became an independent specialized docket program in 2014.

The Military and Veteran Service program was created in April 2012 to better serve criminal defendants who have severe mental illness, chemical dependency, and criminogenic factors, all of which impact their ability to access and navigate services afforded to them because of their military involvement after they are charged with a misdemeanor offense.

The overall goal of each specialized docket program is to decrease the number of jail nights and new summons that participants receive by diverting them to clinically appropriate treatment options. The specialized dockets are designed to provide intensive supervision to program participants through a collaborative team process.

Each specialized docket program has Coordinator positions with minimum educational, experience, and/or licensure requirements that the individual must have in order to perform the duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Meet with individuals to ensure that those referred to the specialized docket satisfy clinical eligibility requirements for program admission
- Assist with crises intervention situations, with clinical supervision, by meeting with and interviewing participants, defendants, or citizens visiting court who have concerns or issues in order to determine and recommend an appropriate course of action
- Schedule all appropriate referrals for follow-up diagnostic assessments
- Assist with diagnostic assessments of program participants by conducting participant interviews and collecting data
- Track participant's progress via clinical documentation and collect other outcomes and data as required by the specialized docket
- Assist in linking defendants to appropriate treatment and service providers and making treatment recommendations for individuals who are not accepted into the specialized docket program
- Schedule and coordinate weekly treatment team meetings to review new referrals to the specialized docket program
- Coordinate weekly courtroom status review hearings and provide support to the specialized docket judge during the hearing
- Make recommendations for participant rewards/sanctions based on information gathered and provided at status review hearings
- Participate in professional development and research to enhance, pilot, and implement emerging clinical and judicial best practices at the micro, mezzo, and macro levels
- Identify, research, and write grant and other funding proposals and monitor funding submissions in order to apply for existing and new program funding opportunities for the department

- Participate in off-site visits to monitor and evaluate community resources, participant progress, and to ensure a collaborative treatment approach
- Utilize clinical and administrative supervision for clinical case review, case load management, cultural diversity awareness, professional development, identification of implicit bias, and program utilization, evaluation, and development
- Coordinate program development and engage in short-term and long-term planning to ensure best practices
- Coordinate services with all participating agencies and community partners to ensure collaboration and continuity of care
- Attend trainings and other activities to enhance skills that contribute to the mission of the Court and the specialized docket, and also the individual's professional development plan
- Prioritize diversity and inclusion
- Provide positive students intern experiences
- Identify, research, and write grant and other funding proposals and monitor funding submissions in order to apply for existing and new program funding opportunities for the department
- Represent the Court at speaking engagements and trainings at civic, professional, and academic organizations, and perform other activities publicizing the services offered by the department, as directed
- Has full understanding and knowledge of all duties and responsibilities of Coordinator I position, and perform duties of Coordinator I when needed
- Perform other tasks as assigned

QUALIFICATIONS AND REQUIREMENTS

Candidates must have a combination of education, experience, and personal characteristics that demonstrate the candidate's ability to perform the duties of the position.

MINIMUM REQUIREMENTS

- Licensed by the State of Ohio as a Licensed Social Worker (LSW), Licensed Professional Counselor (LPC), or a Licensed Chemical Dependency Counselor (LCDCII, LCDC III, LICDC, LICDC-CS)
- Scope of practice and competency appropriate to the population served
- A bachelor's degree in psychology, sociology, criminal justice, social work, or a related field
- Minimum one year of experience in direct case management or clinical care with diverse populations
- Trauma competent participant engagement and rapport building skills
- Ability to analyze and evaluate data
- Commitment to restorative justice
- Ability to effectively and professionally communicate verbally and in writing with diverse audiences
- Ability to deal with potentially difficult people, as well as interact and maintain effective working relationships with judges, attorneys, law enforcement officers, participating agencies and others conducting business with the Court

- Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis
- Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the Court
- Demonstrated dependability, reliability, and excellent attendance record
- Patience, objectivity, flexibility, maturity, effectiveness under pressure, initiative, creativity, leadership, and willingness to adapt to a changing environments
- Good time management skills, ability to prioritize work, and ability to work under time constraints
- An understanding of clinical and legal terminology
- Education, experience, or clinical proficiency in chemical dependency, and co-occurring disorders
- Experience in the diagnostic assessment of complex issues
- Experience developing and facilitating groups
- Ability to work in a multi-disciplinary environment
- Knowledge of common office practices, procedures, and equipment
- Proficiency in operating a personal computer as well as with Microsoft Office products such as Word, Outlook, PowerPoint and Excel for the purpose of tracking client progress, public engagement and program outcomes

PREFERRED QUALIFICATIONS

- A master's degree in social work, professional counseling, or marriage and family therapy with the ability to obtain independent license as quickly as possible during employment
- Leadership and program building skills
- Grant-writing skills
- An understanding of clinical and legal terminology
- Familiarity with the court and criminal justice system
- Knowledge of the Rules of Superintendence and the statutes applicable to the Specialized Dockets
- Implementation and intervention expertise in evidence-based practices

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of the position, the Court expects the employee will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes: health, prescription, vision, dental, and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick leave reciprocity; an Employee Assistance Program; a deferred compensation program; tuition reimbursement; credit union membership; and direct deposit of net pay.

Court employees are members of the Ohio Public Employees Retirement System, which provides retirement, disability, and survivor benefits for public employees. All full-time employees contribute to OPERS by paying the required employee share, which is 10 percent of their salary. The Court pays the required employer's share of 14 percent of an employee's salary. Since Court employees are members of OPERS, they also do not have any Social Security taxes withheld from their pay.

APPLICATION PROCESS

Applicants must submit the Court's employment application form, a resume and a cover letter addressed to Human Resources Director Lynn Bruno that describes with some specificity how the applicant's qualifications match those required for the position by the application deadline.

The Franklin County Municipal Court Judges application can be found at <https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>. Applications should be completed and submitted online. Application materials should be submitted to CourtHR@fcmcclerk.com.

Receipt of applications will be acknowledged by e-mail, and only those applicants invited for an interview will be contacted by telephone. Applicants should not call or contact the Human Resources Director any Court employee concerning their application.

EQUAL OPPORTUNITY EMPLOYER

The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.

AT-WILL EMPLOYMENT

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil service system and are not members of bargaining units.