



## FRANKLIN COUNTY MUNICIPAL COURT

375 S. High St.

Columbus, Ohio 43215-4520

(614) 645-8214

### Employment Opportunity

**JOB TITLE:** h.a.r.t. Drug 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 - Friday, 8 a.m. to 5 p.m. or as assigned; evening or weekend hours may occasionally be required  
**FLSA:** non-exempt  
**POSTED:** Nov. 16, 2021  
**DEADLINE:** Dec. 2, 2021

### JOB PURPOSE AND OVERVIEW

The Franklin County Municipal Court is one of the largest and busiest municipal courts in Ohio. The Court has 14 judges in its general division and one judge in its environmental division. Judges are elected countywide for six-year terms and preside over civil, criminal and traffic cases, and conduct both jury and non-jury trials. The Court's jurisdiction includes cases involving traffic offenses, criminal misdemeanors and civil actions 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 Court has six magistrates who preside in traffic arraignments, eviction cases and small-claims cases; one magistrate who presides in the environmental division under the supervision of the environmental judge; more than 250 employees; and an annual operating budget of \$20 million. All of the Court's employees are unclassified, at-will and serve at the pleasure of the Court.

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 from which it receives the majority of its funding despite its jurisdiction and name.

The Court operates five specialized dockets that undergo reoccurring certification evaluations by the Supreme Court of Ohio. Each docket must receive approval and certification by the Supreme Court as a requirement for operation which includes submitting written materials and undergoing a site review to ensure that statewide, minimum standards are met.

The specialized dockets provide restorative justice by holding criminal offenders accountable. The dockets provide mandatory court-ordered conditions that participants must abide by as well as the requirement that they actively participate in comprehensive treatment and services. The dockets strive to restore those in our community who have had multiple interactions with law enforcement as a result of high-risk behavior because of unaddressed mental health, post-traumatic stress disorder, trauma and substance use.

The goal always is to provide Court supervision and structure along with required treatment and services that when successful result in meaningful and productive changes to the lives of participants that reduces recidivism, increases stability and improves community safety.

The mental-health program, now called L.I.N.C. or Learning to Identify and Navigate Change, 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 CATCH or 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. CATCH focuses on the trauma experienced by participants because many of its participants have been victims of human trafficking.

The alcohol and drug-addiction program or Recovery Court 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. The opiate extension program now h.a.r.t. – Helping to Achieve Recovery Together – was developed in 2010 to accompany Recovery Court. h.a.r.t. addresses the needs of criminal defendants who are dependent on opiates. h.a.r.t. became an independent specialized docket program in 2014.

The Military and Veteran Service or MAVS 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.

Each specialized-docket program has coordinator I, II and III positions with minimum educational, experience and/or licensure requirements that individuals must have in order to perform their duties and responsibilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Engaged team member, willing to meet new challenges while staying flexible and maintaining a positive work attitude
- Meet with individuals to ensure that those referred to the specialized docket satisfy clinical eligibility requirements for program admission
- Assist with crisis-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
- Strength-based, trauma informed, clinical and professional approach
- Schedule all appropriate referrals for follow-up diagnostic assessments
- Assist with diagnostic assessments of program participants by conducting participant bio/psych/social interview and documenting data
- Track participant's progress via clinical documentation
- Link defendants to appropriate treatment and service providers and making treatment recommendations for individuals who are not accepted into the specialized-docket program

- Coordinate services with all participating agencies and community partners to ensure collaboration and continuity of care
- Participate in Supreme Court of Ohio certification process
- Use clinical and administrative supervision for clinical case review, caseload management, cultural diversity awareness, professional development, identification of implicit bias, and program utilization, evaluation and development
- Schedule and coordinate weekly treatment team meetings to review new referrals to the specialized-docket program
- Facilitate strong multidisciplinary team relationships and weekly team meetings
- Ensure receipt of weekly progress reviews from treatment and service providers on a timely basis
- Generate weekly status review reports which provide a compilation of client progress, outcomes and talking points for court
- Collect outcome, data and create reports as required by the specialized docket
- Prioritize diversity and inclusion
- Provide positive student intern instruction
- Coordinate weekly courtroom status review hearings, manage courtroom decorum and provide support to the specialized-docket judge during the hearing
- Participate in offsite visits to monitor and evaluate community resources, participant progress, and to ensure a collaborative treatment approach
- Make recommendations for participant rewards/sanctions based on information gathered from the treatment team
- Participate in research to enhance, pilot, and implement emerging clinical, and best practices at the micro, mezzo and macro levels
- Identify, research, write, project manage, and meet reporting requirements for existing and new funding opportunities
- Collaborate with community and government partners to create new programs that fill existing gaps in service
- Coordinate program development and engage in short-term and long-term planning to ensure best practices
- 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
- 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
- Creativity and flexibility to conceive and implement innovative approaches to solve problems and meet objectives in an every changing new field
- Philosophically aligned with procedural and restorative justice
- Ability to recognize the need for change, respond with flexibility to changing program demands and funding environments, propose solutions, and ensure that solutions are implemented
- Good time-management skills, highly organized and detail-oriented
- Ability to prioritize work, work independently without daily supervision, perform a variety of duties and manage a variety of projects simultaneously
- Represent the Court at speaking engagements and trainings at civic, professional and academic organizations, and perform other activities engaging the public, providing access, and building trust in the services offered by the department

- Has full understanding and knowledge of all duties and responsibilities of coordinator I position, and can perform duties of coordinator I as needed
- Perform other tasks as assigned

## **QUALIFICATIONS AND REQUIREMENTS**

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

- Licensed by the State of Ohio as a Social Work Trainee (SWT) with a clear path to licensure, Licensed Social Worker (LSW), Licensed Chemical Dependency Counselor (LCDC) or Licensed Professional Counselor (LPC)
- Scope of practice and skill set appropriate to the population served
- A bachelor's degree in psychology, sociology, social work or related field
- Minimum of one year of experience in direct clinical care with diverse populations
- Trauma-competent skills
- Education, experience, or clinical proficiency in mental health, chemical dependency, and co-occurring disorders
- Commitment to restorative justice
- Experience in the diagnostic assessment of complex issues
- Experience developing and facilitating groups
- 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 and Excel for the purpose of tracking client progress and program outcomes
- Ability to collect, manage, analyze and evaluate data in a timely manner
- Ability to effectively and professionally communicate verbally and in writing with diverse audiences
- Pleasant personality, ability to deal with potentially difficult people, ability to interact and maintain effective working relationships with judges, other elected officials, employees, law-enforcement officers, lawyers, community treatment providers and others conducting business with the Court
- Leadership potential and interest in personal/professional development and education
- Flexibility and willingness to communicate openly, listen generously, compromise and resolve conflict with team members to build support, share knowledge, and generate a healthy work environment
- Patience, objectivity, maturity, effectiveness under pressure, initiative, creativity, leadership and willingness to adapt to a changing environment
- Commitment to restorative justice and the larger goals of social justice
- Creativity and ability to conceive and implement innovative approaches to solve problems and meet objectives
- 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
- Self-awareness and willingness to grow personally and professionally in a rapidly changing field
- 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

- Ability to recognize the need for change, respond with flexibility to changing program demands and funding environments, propose solutions, and ensure that solutions are implemented
- Good time management skills; highly organized and detail-oriented
- Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high-pressure atmosphere
- An understanding of clinical and legal terminology

#### **PREFERRED QUALIFICATIONS**

- A master's degree in social work or professional counseling with the ability to obtain independent license in the shortest amount of time allowable, but no more than 24 months after the start of employment
- Leadership and program building skills
- Grant-writing skills
- 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

#### **APPLICATION PROCESS**

The following application materials should be submitted via e-mail to [CourtHR@fcmclerk.com](mailto:CourtHR@fcmclerk.com) by the posted application deadline.

- Resume and cover letter describing with some specificity how the applicant's qualifications match those required for the position
- Completed Franklin County Municipal Court Judges' application:  
<https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>

Receipt of application materials via e-mail will be acknowledged. Applicants invited for interviews will be contacted directly by the court's human resources assistant. Candidate may be required as a part of the selection process to perform skills tests that could include exercises to test their writing ability, understanding of court systems, knowledge of legal terminology and procedures, and knowledge of Franklin County Municipal Court. The successful applicant will be required to undergo a criminal-record check.

#### **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; and credit-union membership. 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 paychecks.

**COURT EXPECTATIONS OF EMPLOYEE**

The Court expects the employee will in completing the duties and responsibilities of the position 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.

**AT-WILL EMPLOYMENT AND EQUAL-OPPORTUNITY EMPLOYER**

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. 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.