



FRANKLIN COUNTY MUNICIPAL COURT

375 S. High St.
Columbus, Ohio 43215-4520
(614) 645-8214
Employment Opportunity

JOB TITLE: Community Resource Specialist
DEPARTMENT: Pretrial and Probation Services
REPORTS TO: Chief Probation Officer
PAY GRADE: 10
STARTING SALARY: \$26.88/hour (\$55,910.40/year)
HOURS: full-time, 8 a.m. to 5 p.m. or as assigned or required
FLSA: exempt
DATE POSTED: Jan. 18, 2022
DEADLINE: Feb. 1, 2022

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 preside over civil, criminal and traffic cases, and conduct both jury and nonjury trials.

The pretrial and probation services department consists of nearly 100 employees. The mission of pretrial services is to promote community safety through research-informed recommendations and supervision services that maximize court appearance, remove barriers for fair and efficient justice and promote harm reduction. The mission of probation services is to promote community safety by reducing recidivism, changing offender behavior and fostering accountability through the effective use of evidence-based practices.

The community resource specialist position is under the direction of the chief probation officer and is responsible for the review, coordination and management of a variety of community resources and assists in management of other related court and department projects. This position also provides behavioral-health screening and assessment needs of those under the court and department's supervision.

Establishing and maintaining relationships with community providers is essential to the department's mission. Coordination and referral to these community treatment and program providers is an important component of the community resource specialist's role. The evaluation component of pretrial and probation work in the Franklin County Municipal Court is substantial. It often is necessary to assess the mental-health status and level of care, and/or to determine the substance-abuse status and initial level of care, and/or to decide the level of risk of re-offending in order to successfully develop and implement an appropriate supervision plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise special-programs staff including the special programs coordinator, courthouse MARCH project manager, MARCH community case manager, MARCH CM/Navigator, peer support specialist and domestic violence assessment specialist
- Supervise contracted Alvis assessment specialist
- Conduct routine quality-assurance and continuous quality-improvement reviews of staff
- Monitor availability of residential beds and current referral options for other special programs, and provide this information in a weekly report to court employees
- Assist in the management and delivery of the department's residential program contracts
- Manage the court contracts and memos of understanding with community providers
- Manage and review invoices from contracted community programs
- Participate on program-planning teams for community programs associated with the department through contract or memorandum of understanding
- Review cases with probation staff to help determine appropriate community program response
- Perform behavioral-health screenings and assessments, with written reports and recommended treatment options, if needed, returned to referring probation officer or judge
- Conduct and/or review results of the Ohio Risk Assessment System, Women's Risk Needs Assessment, Impaired Driving Assessment and the Domestic Violence Risk Need Assessments as required in order to appropriately facilitate program referrals
- Coordinate and manage referrals to community residential programs
- Maintain the data collection and outcome analysis of the department's use of community residential programs
- Serve as the liaison between the department and community providers
- Assist in the review and evaluation of community programming to ensure it is consistent with evidence-based/best practices and the court's needs
- Work to develop, expand and enhance relationships with community providers
- Oversee the department's compliance with Suzanne Hopper Act/Form 95 process
- Oversee and participate with the department's resource committee
- Perform other duties as directed

MINIMUM 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.

- Master's degree in counseling, social work or related field from an accredited university
- Approved by the Ohio Counselor and Social Worker Board to be an independently licensed social worker or counselor
- Trained and certified to conduct Ohio Risk Assessment System assessments
- Competent to diagnose mental and emotional disorders including chemical dependency and abuse, domestic-violence behaviors and sexual disorders
- Knowledge of and experience using the American Society of Addiction Medicine level-of-care tool
- Knowledge of evidence-based practice in community corrections
- Extensive familiarity with the legal system

- Knowledge of treatment and criminal-justice program options in Franklin County
- 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 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
- 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, maturity, effectiveness under pressure, initiative and adaptability
- Good time-management skills, ability to prioritize work and capable of working under time constraints
- Capacity to maintain accurate records of work performed

Experience in preparing evaluations for court use is preferred.

Additional consideration may be given to applicants who have the ability to speak and write Spanish or a language commonly used by people of Somalia for whom English is a second language or are proficient in American Sign Language.

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; employee-assistance program; deferred-compensation program; tuition reimbursement; credit-union membership; supplemental benefits including accident and critical-illness insurance; and affordable legal and identity-theft-protection services.

All 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. Court employees are members of OPERS and therefore do not have any Social Security taxes withheld from their paychecks.

APPLICATION PROCESS

The following application materials should be submitted via e-mail to 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' online employment 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 the Franklin County Municipal Court. A candidate selected will be required to undergo a criminal-record check.

COURT EXPECTATIONS OF EMPLOYEE

The court expects the employee will adhere to all court policies, guidelines, practices and procedures in completing the duties and responsibilities of the position; 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.