



CUYAHOGA COUNTY COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS

CUYAHOGA COUNTY DOMESTIC RELATIONS COURT

JOB DESCRIPTION

Job Title: Families First Program Coordinator
Department: Presiding Judge
Reports to: Families First Program Presiding Judge
Hours: 8:30 a.m. – 4:30 p.m.
(This position may require some work beyond normal hours.)
FLSA Status: Exempt

SUMMARY:

This is an unclassified position that serves at the pleasure of the Court pursuant to the Ohio Revised Code. Under the general direction of the Families First Program (FFP) Presiding Judge, the Program Coordinator directs the administration and day to day operations of FFP consistent with program policies and procedures and grant guidelines. This individual identifies, develops, and implements strategies to enhance FFP operations and networks with collaborating agencies. The Program Coordinator maintains participant data and coordinates services in a manner that is therapeutic to the participant. This individual works to ensure the success of the Families First Program. Some examples of the general nature and level of work being performed by this individual are listed below; however, this is not an exhaustive list of all duties to be performed. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Develop and implement program goals, objectives, policies, operating procedures, and work standards. Continuously evaluate operations, evidence-based practices, policies, procedures, and data collection to ensure program deliverables and outcomes are achieved.
- Facilitate communications between the FFP Presiding Judge, case managers, and service providers to ensure participant oversight and success.
- Perform intake and preliminary assessments on participants who are eligible for and have requested participation in the FFP.
- Communicate with participants in a detailed and understandable manner, providing clear and complete instructions, explanations of program policies and procedures, and expectations.
- Develop annual provider service plan, facilitate all Compliance Assessments/Reviews with program funding entities (e.g: ADAMHS Board).
- Schedule, send notice, prepare, and file all FFP Journal Entries.

- Collect any relevant information pertinent to the treatment and parenting needs of program participants.
- Perform administrative duties including maintain statistics on caseloads, violations, successful completion, and other program data; assist with or develop new program procedures and forms; secure, review, and process monthly service provider invoices.
- Develop policies and procedures that incorporate drug/mental health court key components, including orientation overview for new program participants, and sanction and rewards system.
- Facilitate collaboration between service providers, and other key partners, on matters relating to case management, process, and procedure to ensure FFP t participants' needs are being met within the program.
- Create as needed - and review bi-annually - Memorandums of Understanding with treatment providers.
- Develop a system of data collection and manage program performance data. Research and evaluate current data collection tools to identify how data that supports projected performance measurement outcomes will be collected, managed, and retrieved through the court case management system. This position will collaborate with IT to ensure appropriate data fields and reports exist to extract the appropriate data.
- Coordinate completion of grant reports in accordance with the terms and conditions of FFP grants.
- Attend all FFP meetings, trainings or webinars mandated or suggested by the presiding judge and/or funding entities.

KNOWLEDGE, SKILLS AND ABILITIES:

The requirements listed below are representative of the knowledge, skill and/or ability required.

- Knowledge of the Diagnostic and Statistical Manual of Mental Disorders (DSM-V)
- Proficient in the of Microsoft Office Suite software programs to include Microsoft Word and Excel, and database applications.
- Ability to problem solve and make decisive judgment calls.
- Understanding of the mental health system and the process of accessing substance abuse treatment within Cuyahoga County.
- Ability to use independent judgment and discretion concerning confidential information.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to follow oral and written instructions.
- Ability to plan, maintain accurate records, and prepare reports.
- Ability to organize work, establish priorities, timely respond to inquiries and meet deadlines.
- Ability to establish and maintain effective relationships with the judiciary, co-workers, court administration, service providers, program participants and the public.
- Ability to work independently as well as in a team setting.
- Knowledge of justice system and basic understanding of concept of the right to due process
- Knowledge of Supreme Court of Ohio domestic relations case type time guidelines
- Excellent verbal and written communication skills
- Ability to effectively read and interpret information, and skillfully gather and analyze information
- Strong interpersonal skills and ability to maintain productive work relationships with court staff, attorneys, and other departments and agencies
- Ability to present a positive impression on the public as a representative of the Court

- Ability to remain calm when confronted with stressful work situations and/or uncooperative, high conflict parties
- Ability to tolerate exposure to information and evidence that may be disturbing
- Organized, dependable, task completion oriented, able to follow instructions, and to complete work in a timely fashion
- Proficient with the use of computers and the following Microsoft Office Standards:

Word	Excel	Outlook	Video Conferencing
<ul style="list-style-type: none"> • Cut & Paste • Find & Replace Text • Format text • Create & Manage paragraph Style • Insert Footers/Headers • Create & Manage Lists • Track/Accept/Turn-off changes • Convert to PDF 	<ul style="list-style-type: none"> • Copy/Rename Worksheet • Insert Column/Row • Format Cells • Sort & Filter • Find & Replace Text • Remove Duplicates • Prepare for Print 	<ul style="list-style-type: none"> • Create New Email Message • Forward or Reply to Email • Add Attachment(s) to Email Message • Open & Save Attachment(s) • Create & Add Signature • Create Calendar Appointment • Schedule a Meeting 	<ul style="list-style-type: none"> • Use video conferencing platforms such as Zoom©, Microsoft Teams and WebEx • Create and schedule a video conferencing session • Use video and audio controls • Share screen

EDUCATION:

- Bachelor’s degree from an accredited college or university in the field of psychology, counseling, human/social services or related field.
- Experience working with the dually diagnosed population as well conducting intakes, assessments, and admissions with a substance use disorder or mental health population.
- Licensure not necessary.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit or stand for 8 hours per day and must be able to operate a computer for up to 8 hours per day. This job includes significant amounts of sitting, talking, walking and listening.

In addition, the employee must be able to effectively read reports, correspondence and instructions. They must have sufficient hearing ability to converse with individuals, in person and on the telephone, and sufficient speaking ability to communicate effectively with other individuals in person and by telephone. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING ENVIRONMENT:

Office environment is comprised of a professional, technical, and computer-friendly fast-paced atmosphere.

APPLICATION REQUIREMENTS:

The Cuyahoga County Domestic Relations Court requires pre-employment drug testing, background check, proof of education and COVID-19 vaccination prior to beginning employment with the Court.

Submit application, letter of interest and resume via email or ordinary mail to:

Email: DR_Recruiting@cuyahogacounty.us

Jim Zak, Court Administrator
Cuyahoga County Domestic Relations Court
1 West Lakeside Avenue. Room 149
Cleveland, Ohio 44113