

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

**Job Title:** Assessment Specialist  
**Department:** Treatment Alternatives to Street Crime (TASC)

**Reports To:** Clinical Coordinator  
**Salary Range:** \$61,276.80

**SUMMARY**

This is an unclassified position that serves at the pleasure of the Court. The TASC Assessment Specialist provides clinical treatment interventions to substance-involved adults referred by the criminal justice system. A TASC Assessment Specialist may function within several therapeutic roles including:

- Interview and assess substance-involved and/or co-occurring disordered clients in order to obtain information and utilize various assessment tools to assist them in achieving a successful probation supervision experience;
- Develop individualized case management services that provide information, direction and resources in areas of need such as substance abuse treatment, food, shelter, clothing, and medical care as identified in the assessment report.
- Conduct group-based therapeutic interventions in an Out-Patient or Intensive Outpatient format (i.e.) MATRIX, Trauma Recovery Empowerment Model (TREM), and other Evidence Based treatment Interventions.

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

1. Meet individually with clients and/or families with a focus on reducing substance abuse, recidivism, and a broad range of pertinent issues, including family violence, sexual abuse/incest;
2. Develop individualized treatment plans;
3. Function effectively as a member of a clinical team;
4. Maintain case and client records; recording client progress in computer database; maintaining case documentation (e.g., entering collect data, progress notes and all other relevant information to assist clients and to comply with program requirements; review and verify all documentation submitted to support request for assistance in accordance with program guidelines; explain their rights, responsibilities, required actions, and other available services to clients based on the clients' ability to be successful);
5. Prepare and compile social histories, summarize court documents and monitoring client adjustment;
6. Develop and obtain ancillary services in the areas of employment, housing, health and education;
7. Conduct individual, group and/or family counseling and/or psycho-educational sessions for substance abuse-involved adults with a focus on reducing recidivism;
8. Monitor adult progress in the community;
9. Review clinical assessments of clients for the purpose of reporting and determining appropriateness of client for groups and programs;
10. Evaluate clients for chemical dependence issues; assessing changes in client condition/treatment needs;
11. Monitor client progress through phone calls, site visits and case management appointments;
12. Advocate for needed treatment and services for clients;
13. Act as liaison between the court/criminal justice system and treatment services;
14. Maintain on-going contact with the services providers;

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15. Prepare written reports and client progress reports; preparing discharge plans, time logs and statistics;
16. Maintain professional knowledge in applicable areas and keeping abreast of changes in job-related rules, statutes, and laws; make recommendations for the implementation of changes; read and interpret professional literature; attend training programs, workshops and seminars;
17. Perform other related duties as required and/or assigned.

*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. Excellent oral, written and interpersonal communication and interviewing skills (e.g., ability to listen effectively, explain complex issues in a comprehensible manner, prepare accurate and logical reports pertinent to defendant);
2. Ability to counsel clients effectively (e.g., assess and resolve problems, motivate 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 within the Court and community corrections field effectively;
4. Knowledge of available treatment services, particularly related to substance abuse and chemical dependency;
5. Ability to make recommendations and decisions (e.g., assessment risk and need, analyzing assessment information and other available tools to make recommendations which meet a client's needs and criminal justice system requirements);
6. 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, spreadsheet, and/or database software, electronic mail system and internet browser);
7. Ability to work collaboratively, constructively and positively in a team environment; ability to build constructive working relationships to meet mutual goals and objectives;
8. Effective time management, reliability and punctuality;
9. Ability to work independently with minimal supervision and organize and prioritize duties;
10. Ability to work effectively and in a professional manner when under stress and confronted with severe time constraints;
11. Ability to maintain sensitive and confidential information and maintain the highest ethical standards;
12. Ability to interact professionally on a regular basis with a diverse population within the Court's jurisdiction, including people from many different geographic, socioeconomic, religious, racial and ethnic backgrounds;
13. Professional appearance and demeanor at all times.

### EDUCATION and EXPERIENCE

**Required:** Bachelor's degree in Social Work or Counseling or related field; **and** a minimum of Licensed Social Worker (LSW) or Licensed Professional Counselor (LPC) in the State of Ohio; **and** an existing (or eligibility for) Medicaid Provider Number.

**Preferred:** Master's degree in the aforementioned disciplines with one (1) year of counseling experience, or equivalent combination of training and experience.

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**PHYSICAL DEMANDS and WORK ENVIRONMENT**

The physical demands described here represent those 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 requires working in a normal Court and office environment with no unusual demands or exposure to hazardous situations, and potentially in a jail environment, where there may be some contact with inmates who may uncooperative, disruptive and potentially violent, requiring the ability to assess, de-escalate and appropriately respond to unpredictable and potentially volatile and high risk situations. However, security is on the premises. Frequent contact occurs with defendants and their families, co-workers and other court personnel and agencies.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require work beyond normal hours, including evenings and weekends. Some travel may be required.

**APPLICATION REQUIREMENTS**

Proof of education, licensure and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing prior to employment. Valid Ohio Driver's License is required. Applicants must submit a letter of interest and resume to:

**Cuyahoga County Common Pleas Court  
Gregory Popovich – Court Administrator  
1200 Ontario Street  
Justice Center – 11<sup>th</sup> Floor  
Cleveland, Ohio 44113**

(email: [infosys@cuyahogacounty.us](mailto:infosys@cuyahogacounty.us))

**This position will remain open until filled.**

All applicants will receive notification of their application status. No phone calls or emails 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 216.443.8562.

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)