

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

Job Title: Forensic Psychology Postdoctoral Trainee
Department: Psychiatric Clinic

Reports To: Director and Associate Director of Court Psychiatric Clinic
Starting Salary: Up to \$80,017.60 (Stipend)

SUMMARY

This is an unclassified position held at the pleasure of the Court. It is a one-year, full-time (40-hour week) position that emphasizes training in forensic psychology. It is designed to develop the foundational knowledge and skills necessary for independent practice as a forensic psychologist, while receiving the supervision hours required for licensure. The Psychology Postdoctoral Trainee will be responsible for conducting supervised court-ordered forensic evaluations and psychological testing of felony criminal defendants in the Court Psychiatric Clinic. Evaluations include Competence to Stand Trial, Sanity at the Time of the Act, Psychiatric Factors in the Crime, Sex Offender Risk Assessment, and Local Rule 30.1 Evaluations for Eligibility for Mental Health Court.

During the training year, the Psychology Postdoctoral Trainee will apply diagnostic and report writing skills and knowledge of psychology and the law to conduct high-quality forensic mental health assessments. The Trainee will prepare forensic reports in response to court referrals and may testify in court proceedings. They will also engage in various supplemental training activities to enhance their forensic skillset. All activities during this training year are supervised by licensed clinical psychologists, specifically the Director and Associate Director of the Court Psychiatric Clinic.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

Under the supervision of a licensed psychologist, when relevant:

1. Diagnosing mental disorders of criminal defendants;
2. Conducting court-ordered forensic evaluations, such as Competence to Stand Trial, Sanity at the Time of the Act, Mitigation, Civil Commitment, and Violence Risk Assessment and preparing reports to convey the results of those evaluations;
3. Providing umbrella supervision to pre-doctoral Psychology Practicum students (as available);
4. Testifying in court regarding forensic mental health evaluations of defendants when necessary;
5. Performing a variety of other related duties (e.g., administering psychological testing) as required.

TRAINING YEAR in FORENSIC PSYCHOLOGY include:

1. Weekly face-to-face individual and group supervision;
2. Weekly didactics including but not limited to review of fundamental case law, guiding laws and sources, and best practices in forensic psychology;
3. Activities to build and practice written and verbal forensic communication skills (e.g., prescriptions on relevant forensic and mental behavioral health topics, Mock Testimony, interdisciplinary communication and consultation);
4. Training in forensic evaluation, including specialized forensic assessment instruments;
5. Landmark Case Seminar – Case Western Reserve Forensic Psychiatric Fellowship Program (subject to change);
6. Umbrella Supervision (if available).

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.

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KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Strong foundation in assessment, diagnostic, and report-writing skills, forensic assessment experience is preferred but not required;
2. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with diverse people including legal personnel and the public;
3. Familiarity with severe mental illness, developmental disabilities, and substance disorders;
4. Foundation in diagnosing mental disorders consistent with the Diagnostic and Statistical Manual of Mental Disorders;
5. Ability to integrate data to formulate conclusions relevant to referral questions;
6. Ability to administer and interpret psychological tests;
7. Knowledge of, and practice consistent with APA's Ethical Principles and Code of Conduct for Psychologists, as well as knowledge of forensic psychological issues;
8. Training in cultural diversity and sensitivity;
9. Excellent time management and self-management skills, and dependability;
10. Ability to work collaboratively in a multidisciplinary, team environment;
11. Ability to maintain sensitive and confidential information;
12. Flexibility and the ability to work in high-stress situations (e.g., when confronted with tight deadlines);
13. Proficiency in utilizing Microsoft Office applications and ability to learn and work with the custom software utilized within the department and the Court;
14. Ability to dictate reports for subsequent transcription by other;
15. Professional appearance and demeanor.

EDUCATION and EXPERIENCE

Required: Doctoral degree (Ph.D. or Psy.D.) in Clinical or Counseling Psychology from an APA-accredited program; Completion of an APA-accredited pre-doctoral internship; and eligibility to work in the United States.

BENEFITS include:

1. Competitive stipend
2. Postdoctoral supervision hours required for licensure
3. Opportunity for individual EPPP Preparation including regularly scheduled study times during the work week
4. Ohio Public Employee Retirement System (OPERS)
5. Comprehensive health, dental, vision, life insurance
6. Employee Assistance Program (EAP)
7. Twelve paid holidays, vacation, sick, personal days
8. Education assistance and professional development
9. Ability to qualify for Public Service Loan Forgiveness (PSLF) program

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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/or office environment with no unusual demands or exposure to hazardous situations, with occasional exposure to unstable defendants. However, security is available. Frequent contact occurs with criminal defendants, victims and witnesses to obtain information necessary to complete the assigned forensic reports. Frequent contact also occurs with judges, attorneys, and probation officers to discuss the forensic reports.

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

APPLICATION REQUIREMENTS

Proof of education, licensure status 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 for employment. Applicants must submit a letter of interest, resume and sample forensic report to:

Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center - 11th Floor
Cleveland, Ohio 44113
(e-mail: infosys@cuyahogacounty.gov)

This position will remain open until filled.

All applicants will receive notification of their application status. No phone calls or e-mails 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 216-443-8560.

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