

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

Job Title: Coordinator Violence Intervention Program (VIP Court)
Department: Special Dockets

Reports To: Violence Intervention Program (VIP Court) Judge and Administrator Special Dockets/Courts

Salary: \$78,624.00

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. **This position will be dedicated to Common Pleas Court Violence Intervention Program (VIP Court) and will work extensively with the VIP Court Judge and Common Pleas Court staff.** The Coordinator's primary function is to oversee all VIP Court operations. The position recommends, plans, develops and coordinates the continuing implementation of the VIP Court program. This position works closely with the Presiding and Administrative Judge, the VIP Court Judge, Court Administration, the Court's Community Outreach Coordinator, other specialty court dockets and Probation Administration. This position will work in close collaboration with criminal justice partners, including Juvenile Court, County Jail Administration, community behavioral health providers, and other community partners focused on community violence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Oversee the daily operations of the VIP Court and managing the Court's mission;
2. Development and evaluation of VIP Court goals, measures and outcomes;
3. Assist in management of local and federal grant reporting and ensuring that goals and objectives are met by serving as the information data manager; managing the information system, including development of the data collection protocol, designing/maintaining forms, and development of narrative quarterly and final reports;
4. Manage and coordinate improvements of the VIP Court's docket sessions while ensuring best practices for specialty court standards are upheld and maintained by all team members; ensuring appropriate materials and documentation have been prepared for Court team meetings and hearings;
5. Assist in the creation and implementation of procedures and policies to improve outcomes for the VIP Court; including policy and procedures manual, participant handbook and participation agreement.
6. Monitor and/or conduct identification, referrals, screening and assessment procedure for the VIP Court candidates through analysis, review of case flow management, data collection, review of documentation for eligibility determination and corresponding with relevant court staff, attorneys and prosecutors;
7. Provide guidance, technical assistance and regularly communicate by liaising with Common Pleas Court judges, departments and staff, probation officers, public defenders, attorneys, prosecutors, jail staff, behavioral health service providers (e.g., case management, behavioral health treatment, employment/education counseling, and lived experience agencies) and community violence organizations;
8. Assist the Judge(s) in maintaining community support for necessary services and in fostering continued collaboration between the criminal justice, including Juvenile Court, behavioral health agencies, stakeholders and communities involved with the program through an advisory board;
9. On-going analysis and review of work and case flow issues and governing local rules;
10. Development and management of general and advanced attorney and stakeholder training by providing local and national experts in the fields of community violence, behavioral health and criminal justice;
11. Prepare educational and community outreach presentations for VIP Judges, Court personnel and team members to promote team integrity and coordinate team training (e.g., assess training needs, identify training opportunities and coordinate attendance to trainings); and review of relevant literature;
12. Assist with preparation of original and updated content on the Court's VIP Website;

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13. Prepare the VIP Court Annual Report for publication;
14. Provide technical assistance in the administration of the VIP Court program and consult with the VIP Court Judge(s) on a wide range of organizational and managerial issues including, but not limited to, VIP Court efficiency and internal and external quality assurance;
15. Identify and pursue local, state, federal, community and private funding sources in conjunction with the Corrections Planning Board to support the program while also providing assistance and oversight for contracts and pilot projects;
16. Maintain court administrative files, and preparation and dissemination of program correspondences, required reports, policy and procedure manuals, participation handbook and agreement, brochures, and program statistical information;

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 interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, staff, Court employees, attorneys, litigants, and the public;
2. Ability to maintain sensitive and confidential information and the highest ethical standards;
3. Experience in outcomes evaluation, grants management, and strategic planning and management;
4. Superior organizational and management skills;
5. Possess a working knowledge of Community Violence Intervention approaches;
6. Knowledgeable about guiding laws and legislation, particularly gun violence;
7. Strong understanding of Sequential Intercept model, cycles of community violence, and strategies of preventing and responding to gun violence;
8. Ability to work independently and organize and prioritize duties;
9. Ability to work effectively and in a professional manner when under stress and confronted with tight deadlines;
10. General understanding with Court operations and processes;
11. Effective time management, reliability and punctuality;
12. Proficient in the use of Microsoft Office and statistical software applications;
13. Ability to work remotely and use remote conferencing applications, e.g. Zoom;
14. Professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

Required: B.A. or B.S. degree from an accredited college or university plus three (3) years of criminal justice and/or treatment community related work experience.

Preferred: Master's level degree in Behavioral Science, Criminal Justice Administration, Business or Public Administration, Human Relations, Counseling, Social Work, or related field(s), plus five (5) years of experience in managerial, upper level administrative, or supervisory capacity.

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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 environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with judges, magistrates and other employees of Common Pleas Court, attorneys, criminal defendants, particularly those with mental health and developmental disability issues, and the general public.

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 to accommodate the VIP Court docket.

APPLICATION REQUIREMENTS

Proof of education 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 and resume by **4:30 P.M. on Friday, March 21, 2025**, 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)

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