

# **APPLICATIONS BEING ACCEPTED**

## **SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION**

POSITION:	SCORR Program Case Manager
CLASSIFICATION/ SALARY:	Unclassified/Non-Exempt \$53,206.40/\$25.58
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social Media; Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: <a href="mailto:hr@cpcourt.summitoh.net">hr@cpcourt.summitoh.net</a>
POSTING DATE:	Applications accepted beginning October 27, 2023. Position open until filled.

**AN EQUAL OPPORTUNITY EMPLOYER**

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## CLASSIFICATION SPECIFICATION

### SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

<b>POSITION TITLE:</b>	SCORR Program Case Manager	<b>GRADE:</b>	20
<b>DEPARTMENT:</b>	Summit County Court of Common Pleas, General Division	<b>CLASSIFICATION:</b>	Non-Exempt Unclassified
<b>REPORTS TO:</b>	SCORR Program Presiding Judge	<b>PAGE:</b>	1 of 4

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#### **POSITION SUMMARY:**

Under direction, performs duties as required by the SCORR Presiding Judge, Program Manager and Operations Coordinator. This employee may be required to drive a county or personal vehicle during employment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Provides general supervision of SCORR participants alongside the SCORR Operations Coordinator.
2. Consistently enforces procedures and monitors participant behavior to ensure compliance with the rules of supervision, including random, frequent drug testing.
3. Assists the SCORR Operations Coordinator in implementing the SCF model and its key components, including a sanction grid to apply sanctions consistently and proportionate to the violation.
4. Administers or utilizes a current quantitative assessment of clients' risk and criminogenic needs, including: criminal history, education/employment/financial, family/social support, neighborhood problems, substance use, peer associations, and criminal attitude/behavior patterns.
5. Assists the SCORR Operations Coordinator in developing an effective individualized case plan for SCORR Participants.
6. Identifies clients' barriers to successful program completion. Responds to barriers such as: age, education level, medical, mental health, transportation, housing etc.
7. Makes referrals based on client's ongoing needs and recommended targeted dosage hours as reflected in the Case Plan Agreement. Completes necessary follow up to ensure client follow through with referrals that were made.
8. Assists clients with becoming more positive, productive, and prosocial members in the community.

Date Adopted:

Date Revised: 10/26/2023

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9. Acts as an advocate for clients and holds clients accountable to program rules.
10. Administers assessment tools properly. Ensures updates are completed as needed.
11. Assists the Operations Coordinator and Program Manager with program related duties.
12. Assists with the facilitation and coordination of Guns Down Eyes Up programming.
13. Completes the SCORR Program Intake Survey with all participants at the time they enter the program.
14. The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. Other duties may be assigned.

#### **QUALIFICATION STANDARDS:**

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

**Required Qualifications:** Completion of a Bachelor's degree in Social Work, Counseling, Corrections, or related field from an accredited college or university discipline. Two (2) years of experience in Corrections and/or Social Service preferred. Must obtain and maintain required level of proficiency for the ORAS as certified by the Ohio Department of Rehabilitation and Corrections in partnership with the University of Cincinnati. Possession of a valid Ohio Driver's License and liability car insurance.

**Knowledge, Skills, and Abilities:** Requires ability to communicate effectively and professionally, both verbally and in writing.

Ability to prioritize work, work independently, manage time efficiently, and work under time constraints.

Ability to maintain sensitive and confidential information.

Completion and maintenance of ORAS certification.

Date Adopted:

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This position requires alertness and attention to detail to ensure accuracy. Requires concentration when composing replies to routine inquiries.

Operation of a variety of standard and complex office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications, use of SCORS (developed after employment).

This position has access to information that is limited to use for official court purposes only. Employees are expected to keep such information strictly confidential.

**Physical Ability:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 25 pounds.

**Position Type/Expected Hours of Work:**

This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

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**ACKNOWLEDGEMENT**

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

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SCORR Program Case Manager

Date

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SCORR Program Presiding Judge

Date