



# EMPLOYMENT OPPORTUNITY

**Center for Families and Children**  
**Human Resources Department**  
**4500 Euclid Avenue**  
**Cleveland, Ohio 44103**  
**(216) 432-7257 (Fax)**  
**[careers@c4fc.org](mailto:careers@c4fc.org)**

<u>Position:</u>	<u>Location</u>
Community Psychiatric Supportive Treatment – Professional I or II Greater Cleveland Integrated Re-Entry Project Recruiter/Assessor	Nancy Lyon Porter Building (4400/4500 Euclid)

### JOB SUMMARY

Under the direction of the Supervisor of Behavioral Health Services, is responsible for Intake, Recruitment and Assessment of forensic clients in identified correctional facilities. Provides a variety of service functions, including diagnostic assessment, psychosocial assessment, planning, monitoring, advocacy, and linkage. Performs basic administrative tasks related to the job, which includes the timely completion of records, forms and reports.

### JOB DUTIES & RESPONSIBILITIES:

#### CPST/Case Management

Provides a variety of service functions, including diagnostic assessment, psychosocial assessment, planning, monitoring, advocacy, and linkage. Fulfills job duties of the as outlined by the Cuyahoga Community Mental Health Board, Ohio Department of Mental Health, and Ohio Department of Alcohol and Drug Addiction Services.

Assists in the establishment of community support networks for the mentally disabled.

Identifies gaps and advocates for change in services available to clients.

Performs liaison activities to identified forensic facilities for purposes of screening, assessing, planning, linking, advocating, and monitoring.

Assignments require dealing with complex client problems and situations.

Performs other duties as assigned.

### JOB QUALIFICATIONS

Must have a degree in social work, counseling, psychiatric nursing or related field and have a mental health professional license in the state of Ohio.

Must be willing to work in correctional institutions while abiding by institution protocol.

Must be able to form good diagnostic and treatment relationships; to engage clients in mutual assessment of problems and in goal setting.

# **EMPLOYMENT OPPORTUNITY**

Must have good oral and written communication skills, ability to make sound decision under stressful conditions, demonstrated clinical skills, and an ability to organize and prioritize tasks.

Must understand and accept a systems approach to service delivery, and agency and program philosophy and goals.

Prior experience in the forensic mental health field preferred. Training and/or experience with children and adults who have been involved in situations of abuse (physical, sexual or emotional) or neglect is preferred. Must have an awareness of and sensitivity to the cultural diversity of the populations served. Must have a valid driver's license in the State of Ohio with access to an insured vehicle for client transportation.

## ***Application Procedures:***

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted below. Internal candidates must apply by forwarding an Internal Applicant Bid Form and résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children  
Attention: CPST I or II - GCIRP  
4500 Euclid Avenue  
Cleveland, Ohio 44103  
HR Fax #: (216) 432-7257  
HR Email: [careers@c4fc.org](mailto:careers@c4fc.org)**