



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER  
Chief Public Defender – Mark A. Stanton

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**JOB POSTING:**

Posting date: August 11, 2020

**Social Work – Supervisor  
(Felony, Municipal, and Appeals)**

**Salary Range: \$51,500.80 - \$72,072.00  
Commensurate with experience**

Public Defender Office  
Courthouse Square  
310 W. Lakeside – 2nd Floor

Hours: 8:30 a.m. – 4:30 p.m.  
Monday through Friday

**Position Description:** The Cuyahoga County Public Defender’s Office employs several social workers who work as an integral member of the defense team to ensure high quality representation for our clients and to serve as advocates for indigent defendants throughout the criminal justice system. Although social workers are employed in all four divisions of our Office, this Social Work-Supervisor position oversees the social workers in our Downtown Office and their work with our attorneys in the felony, municipal and appellate divisions. In addition to the supervisory role, the Social Work-Supervisor also maintains his or her own docket of cases and is specifically involved in mitigation work in capital cases.

**Responsibilities:**

- Supervises social workers who work with attorneys in the felony, municipal, and appellate divisions of the Office of the Public Defender (“OPD”) including, but not limited to:
  - Assigns and monitors cases that are assigned to a social worker.
  - Oversees work of the social workers with the various specialty dockets in felony and municipal court.
  - Provides guidance on the development and implementation of individual treatment plans for our clients.
  - Ensures that case assignments and notes are being tracked in the Office’s case management system.
  - Formally evaluates performances and addresses employee problems/issues.
  - Participates in the hiring process and orientation of new social workers
- Represents OPD in meetings with other County, Municipal, State, and private agencies.
- Attends Specialized Docket, Probation Department, Common Pleas Court, Municipal Court, including Jail and Agency Collaboration meetings.
- Works in collaboration with assigned attorneys to ensure our incarcerated clients receive necessary medical and mental health treatment.
- Works in collaboration with assigned attorneys to develop mitigation and sentencing options for services and treatment while on community control
- Provides assistance and referrals to clients and/or their family in crisis or emergency situations.
- Develops and oversees mitigation work in capital cases
- Conducts staff meetings for social workers, support staff, and attorneys.
- Assists coworkers, court staff, attorneys, and the public, in person or by phone, providing basic information, and responds to questions and requests for documentation and information.





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## REQUIRED QUALIFICATIONS:

- A commitment to the mission of the Public Defender's Office in providing high quality legal representation for indigent clients
- A minimum of 8 years of experience as a social worker
- Bachelor's degree with LSW Licensure

## PREFERRED QUALIFICATIONS:

- Master's degree in Social Work with LISW and LISW-S Licensure
- Experience working in the criminal justice system
- Experience supervising employees
- Experience facilitating groups
- Experience with case management systems and Microsoft Word and Excel

## APPLICATION PROCEDURE:

All applications must be submitted by **Wednesday, September 2, 2020 at 4:30 p.m.** and must include the following:

- A cover letter
- Resume
- Verification of Ohio licensure

These materials should be addressed and delivered by mail, or email to:

Chief Public Defender Mark A. Stanton  
Cuyahoga County Public Defender's Office  
c/o Administrator Mark Budzar  
310 Lakeside Avenue, Suite 400  
Cleveland, Ohio 44113

If sending via email, please send your application packet to: [mbudzar@cuyahogacounty.us](mailto:mbudzar@cuyahogacounty.us)

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Equal Opportunity Employer – Smoke-free and Drug-free workplace.

All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

<http://publicdefender.cuyahogacounty.us/>

