



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

JOB POSTING:

Posting date: September 9, 2019

**Licensed Social Worker (LSW/LISW)
Juvenile Division**

**Minimum Salary: \$41,583.36
Grade: 7**

Public Defender Office
Juvenile Justice Center
9300 Quincy Avenue – 5th Floor
Cleveland, Ohio

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

Responsibilities:

- Provide attorneys with skilled support services that enhance the effectiveness of legal representation.
- Interview clients in jail, prison, hospital, group home, office, and other settings.
- Perform assessments under supervision and refer clients for appropriate social services, including housing, employment, mental health and drug counseling.
- Prepare social histories, treatment plans, mitigation for both verbal and written presentation to the court, for all cases.
- Confer with staff attorneys, clients, families, outside agencies, psychological professionals, and all court personnel in a professional manner.
- Collaborate with outside service agencies through a working knowledge of community resources and their continuous changes.
- Represent the Public Defender Office at meetings, conferences, and workshops.

REQUIRED QUALIFICATIONS:

- A commitment to the mission of the Public Defender's Office in providing high quality legal representation for indigent clients
- Bachelor's degree in Social Work with LSW Licensure
- Outstanding interpersonal and communication skills (oral and written)
- Ability to multi-task and flexibility in handling unexpected issues

PREFERRED QUALIFICATIONS:

- Master's degree in Social Work with LISW Licensure
- Experience working in the criminal justice system
- Experience facilitating groups
- Experience and understanding of statistics





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APPLICATION PROCEDURE:

All applications must be submitted by **Monday, September 16, 2019 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 in person, or by mail, or email to:

Chief Public Defender Mark 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

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/>

