



**CUYAHOGA COUNTY COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS**

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**ADMINISTRATIVE JUDGE**  
HON. LESLIE ANN CELEBREZZE

**COURT ADMINISTRATOR**  
JAMES S. ZAK

**JUDGES**  
HON. DIANE M. PALOS  
HON. ROSEMARY GRDINA GOLD  
HON. FRANCINE B. GOLDBERG  
HON. TONYA R. JONES

**CUYAHOGA COUNTY DOMESTIC RELATIONS COURT  
JOB OPPORTUNITY  
February 19, 2019**

Job Title: Forensic Family Evaluator  
Department: Family Evaluation Services  
Reports to: Director of Family Evaluation Services  
Hours: Monday through Friday, 8:30 a.m. – 4:30 p.m.  
FLSA Status: Exempt

Salary range: \$51,500 - \$55,000.00

*The Mission of the Cuyahoga County Domestic Relations Court is to help families restructure their lives  
by reaching compassionate and just resolutions  
to parenting and property disputes*

**SUMMARY:**

This is an unclassified position that serves at the pleasure of the Court. Under the general direction of the Director of Family Evaluation Services, the Forensic Family Evaluator primarily conducts evaluations related to contested child custody and parenting time disputes. Secondly, the Forensic Family Evaluator may engage in Case Management services and monitor compliance with parenting orders. The Forensic Family Evaluator has frequent contact with the judges and magistrates of the Court.

Some examples of the general nature and level of work being performed by this individual are listed below; however, this is not an exhaustive list of all duties to be performed. Other duties may be assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

### **Evaluation:**

- Conduct forensic family investigations in pending Court cases referred by judges and magistrates to determine child's best interest regarding custody and parenting time through joint and individual parent and child interviews, and interviews with other family members or relevant persons and collection of relevant collateral information from various sources
- Analyze and evaluate complex interpersonal and family relationships, which require the application of specialized clinical and forensic family counseling skills and knowledge of domestic violence, substance abuse, child abuse, behavioral disorders, and mental illness
- When applicable, identify normal and dysfunctional interaction between family members and assess the needs of family members for appropriate outside agency assistance or further investigation to assess the need for referrals to appropriate outside entities
- Communicate to the Director of Family Evaluation Services Department in terms of the all matters concerning case coordination
- Write comprehensive well-organized reports
- Serve as a witness providing expert testimony
- Maintain records of appointments
- Adhere to evidence-based practices for assessment and evaluation of child custody and parenting time; including but not limited to the use of a variety of inventories and testing measures
- Adhere to legal and professional standards and procedures
- Remain current on extant research on topics related to child custody and parenting time, and evaluations
- Maintain confidentiality with regard to information received and observed as a function of the position
- Work on special projects as assigned

### **Case Management:**

- Monitor mental health or alcohol/drug use treatment of parents by obtaining treatment updates from providers
- Monitor parental compliance in facilitating mental health or alcohol/drug use treatment for child(ren)
- Monitor supervised parenting time by obtaining updates from agency/entity providing the supervision
- Monitor alcohol and drug testing results, and request court orders as needed
- Facilitate communication between parents by helping to reduce inter-parental conflict, including reviewing emails, monitoring Our Family Wizard communications, text messages, and other forms of electronic communication

- Maintain records of appointments
- When applicable, identify normal and dysfunctional interaction between family members and assess the needs of family members for appropriate outside agency assistance or further investigation to determine additional referrals to appropriate outside entities
- Maintain confidentiality regarding information received and observed as a function of the position
- Facilitate compromises between parents on minor issues pertaining to parenting of children
- Work on special projects as assigned

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

The requirements listed below are representative of the knowledge, skill and/or ability required.

- Knowledge of child and adult developmental psychology, the changing family life cycle, behavior, and psychopathology; family dynamics and systems theory; effects of divorce on children; and ethnic and cultural issues
- Knowledge of professional standards, practices and techniques of custody evaluation and investigative methods
- Understanding and maintenance of the differences between forensic and clinical roles
- Working knowledge of domestic relations court practices, procedures, and applicable statutes and rules as it pertains to child custody and parenting time, including “best interest of the child” standard
- Skill in interviewing and facilitating communication with individuals from diverse backgrounds and assisting parties in identifying and resolving conflict
- Excellent observation, listening, oral, and writing skills
- Skill in writing comprehensive reports with internal consistency where conclusions and recommendations are based on data and extant research when applicable.
- Skill in testifying effectively as an expert witness in court proceedings including maintaining consistency with data contained in the evaluation.
- Ability to submit Evaluation Reports utilizing the following guidelines: (1) Allocation of Parental Rights and Responsibilities within 115 days from time of assignment (2) Brief Focused Evaluation within 85 days from time of assignment
- Ability to work collaboratively in a team environment
- Ability to communicate courteously and cooperatively with the public, management, and co-workers
- Strong organizational and time management skills
- Competency with the use of computers and the following Microsoft Office Standards:

Word	Excel	Outlook
<ul style="list-style-type: none"> <li>• Cut &amp; Paste</li> <li>• Find &amp; Replace Text</li> <li>• Format text</li> <li>• Create &amp; Manage paragraph Style</li> <li>• Insert Footers/Headers</li> <li>• Create &amp; Manage Lists</li> <li>• Track/Accept/Turn-off changes</li> <li>• Convert to PDF</li> </ul>	<ul style="list-style-type: none"> <li>• Copy/Rename Worksheet</li> <li>• Insert Column/Row</li> <li>• Format Cells</li> <li>• Sort &amp; Filter</li> <li>• Find &amp; Replace Text</li> <li>• Remove Duplicates</li> <li>• Prepare for Print</li> </ul>	<ul style="list-style-type: none"> <li>• Create New Email Message</li> <li>• Forward or Reply to Email</li> <li>• Add Attachment(s) to Email Message</li> <li>• Open &amp; Save Attachment(s)</li> <li>• Create &amp; Add Signature</li> <li>• Create Calendar Appointment</li> <li>• Schedule a Meeting</li> </ul>

- Ability to learn electronic case management program
- Ability to work with high conflict families
- Ability to use therapeutic confrontation when inconsistent data is presented
- Ability to understand, respect and empathize with parties from diverse backgrounds and socio-economic groups; remain neutral, objective and non-combative; exhibit good intuition and reading of people; identify and control conflict dynamics
- Ability to work under stress and time constraints and meet report deadlines
- Ability to maintain collegial working environment conducive to mutual exchange of ideas and information
- Maintain collaborative relationship with court staff
- Ability to maintain working perspective of psycho-legal aspects of divorcing families

**EDUCATION:**

Graduate degree in Counseling, Social Work, or Marriage and Family Therapy. Doctorate in Clinical or Counseling Psychology is *preferred*

Licensed to practice in Ohio as a professional counselor, social worker, or marriage and family therapist. Psychologist at the independent level of practice is *preferred*

**EXPERIENCE:**

Three (3) years of clinical experience with individuals, couples and families. Family forensic experience preferred. Experience in performing custody evaluations is *preferred*.

**PHYSICAL REQUIREMENTS:**

This is largely a sedentary role requiring sitting and standing; however, some filing and lifting is required. While performing the duties of this job, the employee is regularly required to type, file or lift office equipment and boxes up to 20 pounds. This would require the ability to remain seated for long, indefinite periods of time, to lift files and boxes, open filing cabinets, and bend and stand as necessary.

**WORKING ENVIRONMENT:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets, fax machines, and other general office equipment.

**HOW TO APPLY:**

Applications and Resumes should be submitted online to:

**Cuyahoga County Domestic Relations Court**

<https://ccdrc-careers.silkroad.com/>