

POSITION ANNOUNCEMENT

JOB TITLE: Cognitive Behavioral Coordinator

LOCATION: Cleveland, Ohio – JNRM

STATUS: Full Time/Salaried

RESPONSIBILITIES: Responsible for overseeing the supervision and coordination of activities of assigned employees. Responsible for training and supervision of the direct implementation of cognitive behavioral education programming for clients offenders.

Essential functions of this job include, but are not limited to:

Effectively orients and trains supervised employees in job duties.

Conducts effective and timely performance evaluations and processes paperwork appropriately for supervised employees.

Effectively addresses disciplinary issues with supervised employees; accurately and thoroughly documents and processes disciplinary actions in a timely manner and in accordance with policy and procedures.

Ensures supervised employees meet minimum training requirements and monitors training attendance.

Processes payroll and handles time card issues for supervised employees.

Reviews all available information about clients and their program requirements to determine level of cognitive program that may be required for each program.

Initiates/completes required statistical reports in an accurate manner and submits them to supervisor.

Evaluates overall progress and goal achievement of staff implementing cognitive behavioral programming. Communicates the status to employees and supervisory staff on a regular basis as required by the program.

Provides effective training to program employees so they can recognize pro-social thinking and behaviors and appropriate methods for reinforcing these behaviors in accordance with program procedures.

Provides effective training to program employees so they can recognize anti-social thinking and behaviors and appropriate methods for extinguishing these behaviors in accordance with program procedures.

Assists with the development and implementation of training employees (formal and documented training) within the Agency about pertinent cognitive skills information, etc.

Coordinates effectively with Staff Development department as necessary.

Conducts quality assurance to ensure cognitive behavioral classes are being delivered effectively and efficiently. Includes unscheduled quality review for each cognitive behavioral class conducted.

Monitors documentation for form, content, and legibility.

Approves unsuccessful releases/termination of clients from Cognitive Behavioral Classes in assigned facilities.

Meets with employees individually or in groups on a planned or random basis and in emergencies.

Performs the duties of the Cognitive Behavioral Manager in his/her absence.

Develops and implements, in coordination with program employees, cognitive behavioral class schedules to ensure appropriate coverage and services are available to clients.

Ensures cognitive behavioral classes are provided in the absence of the assigned facilitator and/or Cognitive Skills Specialist.

Facilitates cognitive behavioral classes either ongoing or as needed in their assigned facilities.

Participates in internal and external committees and task forces as directed or required.

Manages time and organizes work demands appropriately. Meets deadlines established by program and executive staff.

COMMUNICATION AND INTERPERSONAL SKILLS

Represents the Cognitive Behavioral Programming Department and Agency at designated community proceedings.

Prepares and maintains accurate records, documents, and outside correspondence according to Agency specifications.

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

MODELING SKILLS

Speaks positively about the program, staff, and the Agency.

Speaks positively about programming, law enforcement, court, and the law in general.

Verbalizes pro-social thinking. Displays pro-social behavior.

KNOWLEDGE

Demonstrates respect towards clients and employees.

Demonstrates an understanding of the importance of linking assessments and IPPs to criminogenic needs and responsivity.

Continues professional training and stays current in professional development.

Assists employees with implementing cognitive thinking and cognitive behavioral techniques to counteract the use of destructive thinking patterns in accordance with cognitive behavioral strategies.

OTHER

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

Complies with all Agency security standards, including procedures and electronic equipment/devices.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

STRENGTH RATING/

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to

sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK

ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

QUALIFICATIONS:

Bachelor's degree in Behavioral Science or related field required. Six (6) months experience in corrections and being trained in Thinking for a Change preferred. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

SUPERVISED BY:

Cognitive Behavioral Manager

SUPERVISES:

Assigned Cognitive Skills Specialists

STARTING SALARY:

\$47,486.40 per year

CONTACT:

Jacqueline Ramolt, Recruitment Coordinator

Employees of Oriana, House, Inc., should email a letter of interest to JacquelineNRamolt@orianahouse.org. Please refer to the Operations Manual (Recruitment Procedures and Position Announcements, 3003) regarding the complete requirements for letters of interest. Please be aware, if the employee does not meet the requirements, a supervisor may choose not to interview him/her.

Outside Applicants can:

1. E-mail a resume to JacquelineNRamolt@orianahouse.org
OR
2. Fax a resume to: (216) 999-7492, attention Human Resources Department

DEADLINE:

Monday, August 10th, 2020, 5:00pm

Oriana House Recruiters may reach out to applicants via text messaging

Oriana House Inc., is an Equal Employment Opportunity Employer (including veterans, disabled, and other protected categories) and a Drug-free Workplace

