

**FRANKLIN COUNTY  
COMMUNITY BASED CORRECTIONAL FACILITY**

**JOB TITLE:** CASE FACILITATOR  
**JOB LOCATION:** 1745 Alum Creek Drive, Columbus, Ohio 43207  
**BENEFITS:** Medical, dental, vision, prescription drug, mental health/chemical dependency, life insurance plans; retirement through Ohio Public Employees Retirement System (OPERS); optional deferred compensation plans; and sick, vacation, and personal leave.  
**ANNUAL SALARY:** \$37,761.78  
**SEND APPLICATIONS TO:** 1745 Alum Creek Drive, Columbus, Ohio 43207  
**OR APPLY ON-LINE AT:** [WWW.FCCBCF.ORG](http://WWW.FCCBCF.ORG)

*AN EQUAL OPPORTUNITY EMPLOYER*

**ESSENTIAL FUNCTIONS**

The case facilitator position is essential to the program operations of the facility. The case facilitator position is responsible for the development, facilitation and coordination of the day-to-day program delivery to the residents. This position is also an integral part of a staff team, providing direct services to felony offenders. Responsibilities include: conducts cognitive behavioral groups daily; maintains resident caseload; assists in formulation and implementation of responsible adult performance plans; facilitates program classes; submits progress reports; maintains case file documentation; transports residents to necessary appointments; maintains assigned areas in a safe, sanitary, secure and orderly condition; supervises residents in accordance with policies and procedures, rules and regulations; performs pat down searches and urinalysis collection, when necessary; and other duties as requested. Promotes a responsible adult culture throughout the facility.

**PHYSICAL DEMANDS**

Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms. Must be able to transfer up to fifty (50) pounds. Visual ability sufficient to operate equipment if necessary.

**QUALIFICATIONS**

**Must be able to type 20 words per minute and have proficient computer skills.** Bachelor degree in social work, sociology, psychology, criminal justice or a related field required. One year experience in law enforcement, corrections, counseling or social work with human services delivery in a residential setting preferred; working knowledge in case management and chemical dependency preferred; case management experience preferred; one to three (1-3) years of experience developing/conducting groups with adults preferred. Must be willing to work evenings and weekends. A valid Ohio Driver's license and a good driving record are required.

**SPECIAL REQUIREMENTS:**

Resumes, Personal Statements, letters of reference, training records or any other pertinent information may be included but not substituted for the application. Applications will not be accepted prior to the posting date or after the submission date indicated below. The person selected will have to undergo a full field background investigation and drug screening.

The Community Based Correctional Facility of Franklin County is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, disability, age or ancestry of any person.