

## **APPLICATIONS BEING ACCEPTED**

### **SUMMIT COUNTY COURT OF COMMON PLEAS**

#### **DOMESTIC RELATIONS DIVISION**

**POSITION:**     **Part-Time Child Life Specialist- Position A** – This position focuses on minimizing stress and trauma related to divorce, custody disputes, and other family law matters by providing developmentally appropriate education, emotional support, and coping strategies for children and their caregivers.

**SALARY RANGE:** \$26 - \$28 per hour, commensurate with experience (Grant-funded position)

**MINIMUM QUALIFICATIONS:** To be a qualified candidate for employment, a candidate must hold a bachelor's degree from an accredited college or university in Child Development, Child Life, Psychology, Social Work, or a related field. Master's degree is preferred. Certified Child Life Specialist (CCLS) required or eligible for certification within one year of employment. Completion of a minimum 600-hour clinical Child Life internship under the supervision of a Certified Child Life Specialist is required. Zero to two years of relevant experience working with children and families in high-stress environments is required. Prefer previous experience that demonstrates a proven record of working with family systems, trauma, or court-involved populations and knowledge of child development, trauma-informed care, and family dynamics. Applicants must have strong verbal and written communication skills, proficiency in Microsoft Office (Word, Excel, Outlook).

**JOB DESCRIPTION:**             See Attached

#### **PRE-EMPLOYMENT**

**TESTING REQUIREMENTS:**     Criminal Background Check / Drug Testing

**APPLICATION:**                 Letter of Interest and Resume must be sent by email to:  
resume@drccourt.org

**POSTING DATE:**                *February 27, 2026*

**APPLICATION DEADLINE:**     March 27, 2026 at 4:00PM

**AN EQUAL OPPORTUNITY EMPLOYER**

## **Summit County Court of Common Pleas Domestic Relations Division**

**Classification:** Part-Time Child Life Specialist

**Office:** Summit County Court of Common Pleas, Domestic Relations Division

**Location:** Summit County Courthouse, 205 S. High Street, Akron, Ohio

**This position is NOT a remote position.**

**Hours:** Approximately 24 hours per week between the hours of 8:00 AM and 4:00 PM, Monday–Friday. Schedule may vary based on court needs.

**JOB RESPONSIBILITIES:** The Child Life Specialist is responsible for supporting the emotional, social, cognitive, and developmental well-being of children and families involved in Domestic Relations Court proceedings.

The Child Life Specialist also contributes to the development and implementation of the Court’s Children and Adults Empowered (CAPE) Pilot Program, a trauma-informed initiative designed to improve children’s understanding of the legal process and support families navigating court involvement. This is a grant-funded position.

**ESSENTIAL JOB FUNCTIONS:** The following duties are normal for this position and are intended to describe the general nature of the work. This list is not exhaustive, and other duties may be assigned.

- Plan and implement comprehensive Child Life services for children involved in Domestic Relations Court proceedings.
- Contribute to the development, implementation, and ongoing refinement of the Court’s Children and Adults Empowered (CAPE) Program, including participation in program planning, resource development, and service delivery.
- Provide developmentally appropriate preparation and coping strategies for children experiencing court-related processes, including interviews, mediation, and custody transitions.
- Provide education and emotional support to children and families regarding child development and the impact of divorce, separation, and family conflict.
- Provide targeted education and consultation to parents and caregivers regarding child development, disability, medical needs, and the impact of divorce and conflict on children.
- Advocate for children’s developmental and emotional needs by communicating observations and recommendations to judicial officers, attorneys, court staff, guardians ad litem, and other professionals as appropriate.
- Collaborate with court personnel and multidisciplinary professionals to support trauma-informed practices within the court environment.

- Provide age-appropriate activities and interventions that promote emotional expression, coping, and resilience.
- Demonstrate knowledge and skills necessary to address the physical, psychosocial, educational, and safety needs of children of varying ages and developmental levels.
- Maintain appropriate documentation in accordance with court policies and confidentiality requirements.
- Collect and document outcome data for grant evaluation purposes, including child understanding, emotional regulation, and parent knowledge measures.
- Support evaluation efforts related to system impacts such as service utilization, child engagement, and program effectiveness.