

## **JFS MGR Children's Services - Adoption Recruitment Supervisor (1793-12)**

**Deadline to Apply:** February 4, 2019

**Work Location:**

Job & Family Services  
222 E. Central Parkway  
Cincinnati, OH 45202

**Work Hours:** 80 hours biweekly

**Starting Salary:** \$58,052.00 Annually

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." Convictions from this list may disqualify a candidate for employment with HCJFS.

**Requirements (Education, Experience, Licensure, Certification):**

- Bachelor's degree in Social Work, Human Services, or other closely related field (i.e. those fields that involve the provision of direct services and the assumption of case responsibility, with training in social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, and/or marriage and family therapy, etc.) or a Bachelor's degree in Public Administration, Business, Law, or other closely related field from an accredited college or university plus a combination of four (4) years of related direct service and administrative experience.

Note: Serves on-call 24 hours/7 days a week.

**Job Duties (Summary):**

- Responsible for supervision of Wendy's Wonderful Kids (WWK) Adoption Recruitment staff who manage a caseload of 20-25 youth in various stages of adoption recruitment utilizing a child focused recruitment strategy that includes focusing on effective, child specific, targeted recruitment activities to find safe, permanent homes for children. Monitors staff data collection and entry into the WWK database, analyzes performance outcomes ensuring model fidelity. Completes Bi-Annual Reports in addition to yearly grant renewals.
- Manages Adoption staff whose job responsibilities include conducting Kinship Adoption home studies and case management activities of these placements through finalization; monitoring all permanent commitment filings and court determinations to ensure timely and complete transfer of cases to adoptions, ensuring adoption transfers are complete, having all required case management activities and paperwork; counseling and executing of permanent surrenders.
- Responsible for supervision of Program Support Staff who manages Adoption inquiries; conducts timely follow up on inquiries and records adoption inquiries in SACWIS; secures and distributes redacted child profiles for preliminary Match Committee agenda and review/verify corresponding home studies; plans adoption readiness and recruitment events; participates as the agency representative on the Foster Care Youth Advisory Board.

- Schedules and participates in individual and group supervision with staff. Monitors staff's performance through weekly supervision where cases are reviewed, directives given and staff's performance evaluated. Responsible for completing staff performance evaluations. Issues performance improvement plans and disciplinary action when necessary.
- Attends necessary training as required. Must complete all training. Must complete a minimum of 60 hours of training in the first year of employment in the supervisory position and 30 hours of in-service training every year thereafter. Must complete Supervisor CORE Training. Must complete Adoption Assessor Training Tier I and II.
- Performs other related duties as assigned.
- Attends necessary training as required.