



NOTICE OF VACANCY

Stark County Job & Family Services

Program Evaluator, Children Services

Summary

Facilitates and participates in the continuous quality improvement process for the Children Services Division by evaluating the effectiveness of programs, recording results for evaluation, and creating plans to increase programming quality and efficiency.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Develops and initiates standards and methods for case review and compliance.

Monitors contracts and evaluates impact on divisional program areas. Makes recommendations for continued contract development. Identifies need for new contract relationships.

Participates in accreditation and renewal process for the agency via Council on Accreditation (COA).

Documents data obtained during all quality activities consistent with agency policies and procedures.

Develops new approaches to solve problems identified during quality activities.

Communicates significant issues or developments identified during quality activities and provides recommended process improvements to management. Coordinates responses to state reviews via Program Improvement Plans (PIPs) and Quality Improvement Plans (QIPs).

Prepares reports to communicate involvement and results of quality activities. Prepares and presents technical and program information to team members and management.

Provides assistance to technical and administrative workers engaged in quality activities. Assist with and/or train staff, line workers and supervisors, in the completion of CAPMIS tools and other documentation. Perform quality reviews.

Provide case assistance to line staff as needed.

Maintains a working knowledge of local, state and federal regulations, and industry quality codes and standards. Maintains compliance with rules & standards via policy & procedure documentation and recommendations. Updates policies and procedures as needed.

Assist with the implementation of predictive analytics. Perform case reviews as required by the program.

Supervisory Responsibilities

This job has no supervisory responsibilities

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Master's Degree preferred.

Certificates or Licenses:

Must possess a valid State of Ohio driver's license at all times. Must possess auto insurance in accordance with ORC 4509.51 at all times.

Computer Expertise Required/Equipment Operated

Must have knowledge Microsoft Office programs, On-Base, etc., as well as knowledge of state/county computer systems, such as SACWIS, CRIS-E. Computer, printer, typewriter, copy machine, fax machine, telephone, and other general office equipment.

To apply, please access the agency's website at www.starkjfs.org An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED