

Human Services Supervisor - Workforce Development (1891-12)

Deadline to Apply: May 13, 2019

Work Location:

Job and Family Services
222 E. Central Parkway
Cincinnati, OH 45214

Work Hours: 80 hours biweekly

Starting Salary: \$51,126 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):

- Bachelors Degree plus three (3) years of experience in client services case load work; or an equivalent combination of formal education and experience

Job Duties (Summary):

- Oversees agency Workforce Development contracts; implements and maintains contract processes; provides leadership in the development and implementation of contract policies and procedures and related services; ensures adherence to laws and regulations; ensures optimal use of JFS staff and vendors to achieve federally mandated work participation outcomes; monitors for accountability; prepares plans and reports as necessary for state and local use. Draw on TANF, WIOA, FAET, Grant or any other dollars available to serve the workforce needs of Hamilton County and the region.
- Develops and implements communication methodologies to keep staff and vendors informed on federal, state, and Board rules, funding concerns, mutually affecting policy or practice changes, certification requirements and other relevant topics.
- Develops, coordinates and monitors Request for Proposals (RFP) procedures (i.e., develops scope of RFP, time frames, and specific criteria for submission, identifies services and costs, selects providers, and develops the framework for evaluation of proposals); enforces contracting policies and procedures according to state laws, rules and regulations, Board policies and procedures, and SLAs; manages contract renewals as appropriate.

- Participates in budget and strategic planning for the Department as it relates to the utilization of contract providers; works on pilot programs and other special projects; performs other related duties as required or assigned. Travels and gains access to a variety of facilities to gather and implement best practices from around the state and country.
- Serves as a subject matter expert on assigned work participation related program(s) including but not limited to: Ohio Works First (OWF), Comprehensive Case Management and Employment Program (CCMEP), Workforce Innovation and Opportunity Act (WIOA), and TANF/PRC; provides technical assistance to HCJFS, vendors and community on all aspects of programs (i.e. eligibility, work participation requirements, regulations, policies, procedures, and best practices); ensures vendor and WFD policies and procedures take into account and are in accordance with needs of other agency departments as appropriate.
- Manages a team of Workforce Development Eligibility Technicians; assigns and monitors work to ensure state mandated eligibility and work participation actions are completed timely and accurately (i.e. OWF reinstatement, sanction compliance, sanctions, good cause, entry of work participation data) in CRISE and other required systems/data bases; develops and maintains quality assurance monitoring process to identify error patterns and determine corrective actions.
- Performs other related duties as assigned.