

## ***Crawford County Job and Family Services***

*Income Maintenance\*Workforce Development\*Child Support Enforcement\*Children Services*

### **JOB & FAMILY SERVICES**

224 Norton Way  
Bucyrus, Ohio 44820  
Tel 419-562-0015  
Fax 419-563-9797



### **CHILDREN SERVICES**

224 Norton Way  
Bucyrus, Ohio 44820  
Tel 419-563-1570  
Fax 419-562-0050

\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\*

## ***Work with Purpose***

### **Join our team of child welfare professionals as a Social Service Supervisor – On-Going Unit**

**We need people who want to serve our community by supporting the families who live here.**

**Child welfare professionals play a crucial role in building upon the strengths within a family, helping them create a stable and nurturing home that children need to thrive. Child welfare professionals' goal is to safeguard the well-being of children and ensure their healthy development.**

**Child welfare is more than a job – it's a career that presents a lifetime of opportunities. And you don't need an advanced degree in social work to get started; the most important qualities are commitment, empathy, and heart.**

See the attached position description for more details and qualifications.

Base pay rate: \$23.57 per hour – additional supplements for bachelor's or master's degree.

**If interested, please apply online at [crawfordcountyjfs.org](http://crawfordcountyjfs.org) – Join our Team.**  
Please also submit a resume with cover letter to [Julie.Shay2@jfs.ohio.gov](mailto:Julie.Shay2@jfs.ohio.gov).

**Crawford County Department of Job & Family Services**  
**POSITION DESCRIPTION**

**Title:** Social Service Supervisor 1

**Immediate Supervisor:** Program Administrator

**Normal Working Hours:** 7:30 a.m.-4:00 p.m. (Mon. - Fri.)

**PCN:** 30039.0

**Class #:** 30134

☒ **Classified**  
☐ **Unclassified**

**Overtime Eligible:** ☐ **Eligible** ☒ **Exempt**

**Permanent** ☒  
**Temporary** ☐  
**Intermittent** ☐

**If FLSA exempt, exemption type:** Executive

**Job Duties in order of Importance**

55%

Provides direct supervision to Social Service workers; Supervises unit activities, schedules, assigns cases and reviews work, evaluates performance, initiates discipline and commendation; Recommends personnel actions (e.g., promotions, suspension, termination); Authorizes sick leave and vacation leave making sure unit is covered before authorizing; Provides training, guidance, and direction to the staff; Interviews applicants and makes recommendations for hire; conducts individual and group sessions to discuss concerns or changes; Assists co-workers and subordinates in performance of duties; Administers, develops and implements Children Services policies, procedures and services along with other supervisors and administrator; Works with other supervisor in doing quality assurance (reviewing cases that come for authorization, denial, or closures); Assists with planning, coordinating and implementing new programs and services; Ensures all work is in adherence with departmental standards and pertinent government regulations; Develops and maintains delivery systems; Advises Administrator/Director of special unit needs and/or concerns; Works closely with other supervisor and workers to transfer cases from one worker to another; Makes sure all work adheres with the departmental standards and government regulations.

15%

In times of a worker's absence or in difficult or extreme situations the supervisor will assist in cases; Reviews and approves client plans and investigation summaries, and other decisions regarding out of home placement.



### Job Duties in order of Importance Continued

10%	Coordinates unit activity and services with other agency units, community, and professional organizations (e.g., law enforcement, courts, prosecutors, and other government agencies); Promotes good public relations, provides information and represents the agency in the public; Represents the agency as a member of committees and boards.
10%	Serves as on call supervisor on a rotation basis; On call supervisor will provide support to workers who are on call.
10%	Attends staff meetings, training sessions, conferences to give or receive information pertaining to Children Services; Completes other duties as assigned by Administration.
<p>* An essential function of the position requires regular and predictable attendance.</p>	
<p>List Class Titles of positions supervised.</p> <p>Social Service Worker 1</p> <p>Social Service Worker 2</p>	
<p>Director's Signature _____ Date _____</p> <p>Employee's Signature _____ Date _____</p>	



## **MINIMUM QUALIFICATIONS**

- Two years' experience as a Social Service Worker 2
- Or completion of undergraduate major core coursework or two years technical training in behavioral science, social science, early childhood development technology, education or related field. Also requires two years' experience in a position similar to a Social Service Worker 2.
- Or two courses in adult psychology one of which must be in the area of gerontology or twelve months experience, two courses or twelve months experience in child psychology, two courses in social welfare or other sociology related topic or twelve months experience, two course or twelve months experience in counseling, one course or six months experience in interviewing techniques, one course or six months experience in domestic violence, and one course or six months experience in courtroom procedures. Also requires two years' experience in a position similar to a Social Service Worker 2.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

Note: Per Section 5153.122 (B) of the Ohio Revised Code, each supervisor hired by a public children services agency shall complete at least sixty hours of in-service training during the first year of the supervisor's continuous employment in that position. After the first year of continuous employment as a supervisor, the supervisor annually shall complete thirty hours of training in areas relevant to the supervisor's assigned duties.

## **Unusual Working Conditions/Hazards**

The incumbent has substantial responsibility for the physical safety of children/adults who are suspected of being either abused or neglected. These children/adults are incapable of protecting themselves from this type of treatment. Serious mistakes in terms of failing to remove children/adults from homes could conceivably cause death or permanent disability. The position possesses considerable responsibility for the psychological safety of children/adults who are suspected of being either abused or neglected. These children/adults can do little to prevent harm from occurring. Failure to promptly remove an endangered child/adult would potentially cause extreme psychological distress or emotional problems requiring long term treatment and/or hospitalization of a short duration. Additionally, the position involves very limited probability of any injury. The probability of accidents or health hazard is negligible. Minor risks or discomforts exist which require normal safety precautions typical of offices (e.g., use of safe work practices with office equipment). The incumbent may occasionally interact with angry or hostile clients. However, there is limited probability of any injury. The incumbent must take normal precautions to avoid trips and falls. The incumbent works in an office environment which may occasionally be dirty or dusty.