

Social Services Supervisor 1 - PCN #14300

Job Title:	Social Services Supervisor 1 - PCN #14300
Location:	389 West Front Street, Logan, OH, 43138
Base Pay:	\$25.00 / Hour & On-Call Hourly & Overtime Pay, Employee Type: Full-Time Employee, Travel: 60%
Contact Information:	SCOJFS Human Resources, 740-772-7630 or scojfs@jfs.ohio.gov

ESSENTIAL FUNCTIONS:

Under general supervision of higher level administrators assists in the planning, implementation & administration of Child Welfare programs, policies & procedures including compliance with CPOE, MEPA & child welfare best practice standards, especially with regard to Ongoing, Intake, Alternative Response activities, developing routine procedures as necessary to ensure efficiency & effectiveness of work flow to provide protective & supportive services to the public within the parameters established under Federal, State & local laws, rules & regulations. Provides direct supervision of Child Welfare personnel including SSW 2's to ensure that policies & procedures are carried out in accordance with all applicable laws, rules & regulations (e.g.: observes, analyzes & plans work, monitors work flow & assigns duties, schedules staff to effectively cover work needs, assists with difficult cases & reviews legal issues, conducts staff meetings, instructs, schedules for training &/or trains staff in established procedures, develops training, accompanies staff on home visits as required or appropriate, maintains records of staff performance & observed work behaviors, utilizes records to accurately reflect documented performance & behavior on performance evaluations, promotes communication, mentoring & development of staff; recommends & administers discipline (e.g.: verbal, written, suspension, dismissal) to affect positive change when appropriate following established disciplinary procedures, provides adjustments & solutions to grievances at the supervisory level in accordance with the Personnel Policy Manual (PPM), recommends & administers rewards to recognize positive staff performance, receives reports of & investigates accidents/injuries, ensures proper notification occurs & forms are completed per policy, recommends approval or denial of leave requests per PPM, keeps Administrator & Human Resources (HR) properly informed of employee concerns & needs). Makes decisions regarding removal or placement of children. Reviews legal issues with agency legal representatives, participates &/or testifies in court hearings as subpoenaed or assigned. Participates in interview teams as assigned, interviews applicants, participates in discussion & makes recommendation for hire, transfer, promotion & assignment. Provides input as requested or assigned regarding staffing needs relative to layoffs, job abolishment & recall. Stays current on regulations & services relating to children & families.

Acts as liaison between agency, State & County offices, Courts, Law Enforcement, schools, Kinship providers, Foster Care Networks, Foster Parents & community social service agencies or providers; participates in audits submitting responses; prepares & submits reports as requested or assigned.

Must be available to be on-call 24 -hour services on a scheduled basis (e.g. on weekends, holidays, after business hours) and attends and participates in evening hours and meetings as needed.

Coordinates with other agencies & community providers, resources & services to facilitate community-based planning effort to design, develop & implement programs to provide system of care among agencies; oversees strategic planning & identifies gaps in service delivery, designing & improving programs to meet those gaps & ensure continuity of programs; oversees data warehouse of information relative to documenting & gauging success of cross system service delivery. Attends &/or conducts meetings & training sessions with staff, the public & other community providers to inform &/or give & receive information on programs, services, needs, policy, procedure & techniques, & promote agency mission.

Exhibits regular & predictable attendance.

NON-ESSENTIAL FUNCTIONS:

All other duties as assigned by director or designee.

Minimum Qualifications

- Two years' experience as a Social Services Worker 2, 30132.

- 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 Services Worker 2, 30132.

- 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 Services Worker 2, 30132.

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

* For employment to continue, an individual must obtain a job-related bachelor's degree not later than five years after the date employment with the agency commences.

Note: Per Section 5153.123 of the Ohio Revised Code:

Each PCSA caseworker supervisor shall complete at least sixty hours of in-service training during the first year of the supervisor's continuous employment as a PCSA caseworker supervisor. The training shall include courses in screening reports of child abuse, neglect, or dependency. After a PCSA caseworker supervisor's first year of continuous employment as a PCSA caseworker supervisor, the supervisor annually shall complete thirty hours of training in areas relevant to the supervisor's assigned duties. During the first two years of continuous employment as a PCSA caseworker supervisor, each PCSA caseworker supervisor shall complete at least twelve hours of training in recognizing the signs of domestic violence and its relationship to child abuse as established in rules the director of job and family services shall adopt pursuant to Chapter 119. of the Revised Code. The twelve hours may be in addition to the training required during the supervisor's first year of employment or part of the training required during the second year of employment.

Summary

SCOJFS is an Equal Opportunity Employer

SCOJFS is seeking qualified individuals who are interested in making positive impacts for children and families in the communities of Hocking, Ross and Vinton Counties. Please consider joining our team!

In addition to a rewarding career, the agency offers a full benefits package.

SCOJFS Benefits:

- Competitive Pay
- Opportunities for career advancement within a broad range of service areas
- Paid Holidays
- Paid Bereavement, Personal, Sick and Vacation Time Off
- Group Health Insurance plans, with optional dental and vision coverage available
- Wellness Program and Incentives
- Optional Flexible Health Spending Account
- Employer paid Employee Assistance Program
- Employer paid \$10,000 life insurance policy
- Additional Supplemental Life Insurance Options
- Enrollment in the Ohio Public Employees Retirement System
- Options to enroll in one or both of the available Deferred Compensation Plans
- Flexible schedules are available to most positions

How to Apply:

Please visit our website at scojfs.org to learn more. (Job opportunities are listed under Administration/About SCOJFS)

Additional Information:

Requires Valid Driver's License: Yes

Deadline to Apply: 08-31-2022