CHS Facilitator 2 (Staffing Facilitator) (3688-12)

Highly Competitive Employee Benefits Package and Generous Paid Time Off

11 Paid Holidays, Immediately Begin with 40 hours of Paid Vacation and accruing Sick Time and Paid Parental Leave.
Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option.
Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Commuter Stipend or Free On-Site Parking, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

DEADLINE TO APPLY: Open Until Filled

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

WORK HOURS: 40 hours per week
(Potential for Hybrid Remote Work Schedule)

ANNUAL SALARY: $53,310.40

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.

Applicants for Children’s Services positions cannot provide foster care for children in the custody of Hamilton County.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- Bachelor’s Degree in public administration, business administration, Social Work, Psychology, Special Education, Therapeutic Recreation, Sociology, Criminal Justice, Human Services (including a clinical practicum of at least one year), or a related field from an accredited college or university; AND One (1) year of experience in delivery of social work or related services in government, community, or private human services agency.
- OR Associate degree in public administration, business administration, Social Work, Psychology, Special Education, Therapeutic Recreation, Sociology, Criminal Justice, Human Services (including a clinical practicum of at least one year), or a related field from an accredited college or university; AND Three (3) years of experience in delivery of social work or related services in government, community, or private human services agency

JOB DUTIES (SUMMARY):
- Facilitates and schedules timely Children’s Services Family Conferences in accordance with policy utilizing a family empowerment model; guides participants through a consensus decision-making process with the purpose to develop plans to keep children safely with family whenever possible, develop kinship and community resources, build productive working relationships among participants, develop permanency and concurrent plans and identify conditions for return in the event of out of home care placement; conducts pre-conference meetings or contacts with casework staff and family; conducts Semi-Annual Administrative Reviews (SARs) as required. Serves as backup to SAR Reviewers as necessary.
• Represents Family Conference unit at meetings, seminars, and conferences; provides training and consultation regarding case planning and decision-making; answers inquiries, secures information; participates in individual and group supervision.

• Prepares and distributes written summary to all participants documenting the plan for the child; collects and maintains a database of Family Conferences; completes, thoroughly and accurately, all necessary paperwork associated to an SAR timely in SACWIS and/or other prescribed format. Prepares the SAR paperwork to be filed in Juvenile Court no later than seven days after the completion of the SAR conference.

• Attends conferences and training.
• Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** (*Indicates can be developed after employment*)

**Knowledge of:** facilitation, mediation, conflict resolution, child welfare case management; psychology and/or human behavior or social work group dynamics; available community resources specific to area in which employed; federal and state regulations specific to program services delivered; agency policies and procedures related to semi-annual reviews, child custody and legal aspects of child welfare; interviewing; public speaking.

**Ability to:** define problems, collect data, establish facts and draw valid conclusions; gather, collate and classify information about data, people, and things; establish rapport with program participants and/or program recipients; prepare meaningful, concise, and accurate reports; deal with a large number of variables and determine specific course of action; handle sensitive inquiries and contacts; mediate conflicts between participants; engage families, providers, community; reinforce family centered practice standards with Family and Children’s Services casework staff.

**BACKGROUND CHECKS REQUIRED:**

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

• State Automated Child Welfare Information System (SACWIS)
• State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
• Ohio Bureau of Criminal Identification Investigation (BCI)
• FBI
• National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee