

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 6/13/22

**Response Deadline:** 6/21/22

<b>Agency:</b> Butler County Department of Job & Family Services – Children Services Division	<b>Job Title:</b> Social Services Supervisor-Screening (PT) <b>(02:22300.5)</b>
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Starting Salary:</b> \$24.41/hr.
<b>Work Location:</b> 300 N. Fair Avenue	<b>Hours of Work:</b> TBD – Evenings/Weekends

**Essential Functions:**

- (1) Screen In/Out incoming calls for Children Services and Adult Protective Services; responsible for the assignment, monitoring and direction of workloads to employees in the Screener unit and after-hours staff; directly supervises employees assigned to the Screener unit (Weekend Social Worker 4 and Social Service Worker 4, Screener) and all after-hours staff (including Family Preservation and Special Investigation Unit On-Call employees), including orientation, training and counseling of employees assigned; monitors performance of employees assigned to unit including written performance evaluations; substantiates and documents the need for training, commendation or disciplinary action as required, administers same; participates in labor agreement administration and grievance handling in proactive and timely fashion; certifies timecards and adheres to agency policies; provides recommendation in the hiring of new employees for the unit by conducting and participating in the interviews of applicants and current agency employees; recommends reclassification of unit employees and recommends outside training opportunities for unit; attends and/or helps conduct workshops and training sessions; and assists with training of new employees through one-on-one and group trainings.
- (2) Responsible for staff's compliance with applicable laws, rules and regulations and agency policies and procedures that relate to the screener function as well as the on-call function, including conducting unit meetings with unit employees to inform of changes.
- (3) Advises administration of unit needs, recommends priorities, assists in planning and development of social service programs, and evaluates delivery of services and recommends more efficient ways to provide services.
- (4) Reviews referrals in a timely manner; assigns priorities and coordinates the processing of cases for assignment; and seeks and obtains placements for children when necessary.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**Required Qualifications:**

- Completion of course work for Bachelor's degree (Master's degree preferred), preferably in the areas of social work, sociology, psychology or related field; and
- Three (3) years of experience as a Social Service Worker 3; or
- Any combination of education, training and/or experience equivalent to the above minimum qualifications.

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter and Resume To:**

(please indicate Job Title in Cover Letter)

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011

Or by email to: [resumes@butlercountyohio.org](mailto:resumes@butlercountyohio.org)  
(please indicate Job Title in subject line)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**