

CHILD PROTECTION PROTECTIVE UNIT/ONGOING UNIT SUPERVISOR

Deadline for Resume Submission is close of business on February 23, 2018

Department: Clinton County Job and Family Services; Child Protection Unit

Unit: Protective Unit

Type: Full-Time Position

Probationary Period: 365 Days

Bargaining Unit Position: No

Job Duties: Reports to the Child Protection Administration. Directly supervises child welfare case workers and other child welfare staff. Assign cases, schedule work, evaluate employee performance, training, counsel employees, assist with Child Protection policy and procedures and assist as needed for after hour activities. Supervise activities in Child Protective Unit, including, but not limited to, transfer of cases, case assignment management, review of records, assist with filing complaints of abuse/neglect with County Prosecutor office, case plan and semiannual case review management, supervise services for children in placement such as visitation, transportation, school and other child placement activities. Maintains schedule of post dispositional court hearings, assist caseworkers in resolving most difficult problems, recommends to Child Protection Administrator the removal of a child from their home, creates and facilitates new and innovative methods of operation.

Monitors progress on cases to prepare for court activities and accompanies caseworkers to court hearings as needed. Hold case conferences with caseworkers, update card files, terminate cases, monitor all records generated by case such as dictation, family service plans, court actions and other related records. Monitors caseworker caseload and reports statistics as needed. Advises development of Family Service plans for active cases, analyze data, counsel family members to assist in resolving present problems and prevent future problems. Monitors family members case plan progress and assist with case plan updates as needed.

Attends meetings and training pertaining to Child Protection Services. Performs other duties as assigned by Child Protection Administration. Demonstrate regular and predictable attendance. Maintains confidentiality of case and agency information. Comply with agency personnel policies and procedures.

Minimum Qualifications: Bachelor degree in Social Work or related field and 5 years relevant experience. Excellent communication skills, knowledge of child welfare mandates and statewide SACWIS computer system, ability to deal with people in difficult circumstances, experience with supporting and multi-tasking several programs or business units and have predictable attendance. Valid driver's license, insurance and must be able to pass background checks.

Please Submit Resume to: Gina.Speaks-Eshler@jfs.ohio.gov

Clinton County is an Equal Opportunity Employer