



**DELAWARE, COUNTY OF (OH)**  
invites applications for the position of:

## **Protective Services Supervisor**

<b>SALARY:</b>	Depends on Qualifications
<b>DEPARTMENT:</b>	Board of Commissioners
<b>DIVISION:</b>	Job & Family Services
<b>OPENING DATE:</b>	04/12/21
<b>CLOSING DATE:</b>	Continuous
<b>OBJECTIVES:</b>	

Individual is primarily responsible for the supervision of ongoing caseworkers, providing ongoing assistance to children and families, including placement of youth determined to be unsafe at home. Individual reports to the Protective Services Administrator/Designee.

### **JOB STANDARDS:**

Bachelor's degree in behavioral science, social science, education, or a human services related field plus five years' experience in social services, two of which must be experience in child welfare. Master's degree preferred.

Combined with a demonstrated the ability to manage and lead subordinate personnel.

Must possess a valid Ohio Driver's License and an acceptable driving record. Must meet and maintain qualifications for driving on county business as a continued condition of employment. All required licenses and certificates must be maintained as a condition of continued employment.

### **ESSENTIAL FUNCTIONS:**

- Provides technical assistance to staff in interpreting policy and applying knowledge of the Statewide Child Welfare Information System;
- Interprets and implements Federal and State regulations and ensures compliance with all State mandates;
- Maintains department manuals and updates the manuals annually or more frequently as needed;
- Reviews and implements all administrative directives within the specified time frames;
- Stays current on all job-related information and distributes related information to appropriate staff as needed;
- Develops, recommends, administers and enforces, in a consistent manner, departmental policies and procedures;
- Supports social services and other programs by working with local agencies to include recommending and monitoring contracts, attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties;
- Develops, oversees, and insures the efficient operation of social services programs;
- Supervises staff involved with social services programs to include, but not limited to, assigning work, planning and estimating project completions, monitoring performance,

- planning, scheduling and conducting training of employees, interviewing staff, conducting annual evaluations and resolving problems, grievances and personnel matters;
- Conducts weekly case reviews in accordance with unit expectations to monitor employee performance and appropriately documents meetings and employee performance;
  - Participates in strategic and quality improvement plans;
  - Plans, schedules, oversees, organizes, and supervises the work of the social services personnel, including, but not limited to, time and attendance scheduling, authorizing overtime and sick and vacation leave, and approval of bi-weekly payroll;
  - Serves as backup to staff and co-supervisors as needed;
  - Attends and actively participates in all required agency meetings;
  - Devises correspondence, completing forms and developing reports;
  - Participates in state hearings as needed;
  - Responsible for planning and recommending purchases of unit needs, such as equipment, office equipment and supplies;
  - Responds to after-hour calls on a rotating basis including but are not limited to, answering staff questions, providing direction to staff regarding policy & procedures, and assisting with on-site removals;
  - Handles client complaints and public inquiries regarding programs;
  - Maintains statistics and completes monthly reports;
  - Demonstrates regular and predictable attendance;
  - Hold as confidential, all aspects of the job;
  - Attends various training sessions, video conferences, and workshops;
  - Performs typing, and related computer operations;
  - Works overtime and outside of typical work schedule/business hours as required;
  - Any other duties as assigned by the supervisor; and
  - All functions listed may not cover all duties that are required to be performed.

## **SUPPLEMENTAL INFORMATION:**

Complete job description is available on the [Class Specifications page](#).

**Equal Opportunity Employer  
M/F/D/V**

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PROTECTIVE SERVICES SUPERVISOR  
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