

## Document Processing Unit Team Leader - (3190-12)

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

**DEADLINE TO APPLY:** 08/01/2022

### **WORK LOCATION:**

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

**WORK HOURS:** Full-Time - 80 hours biweekly  
**(Potential for Hybrid Remote Work Schedule)**

**STARTING SALARY:** \$28.00 hourly

### **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.

### **JOB DUTIES (SUMMARY):**

- Leads and evaluates team of workers carrying OWF, FS, Medicaid, Child Support and/or Child Care caseloads. Coordinates and defines the Section's structure and customer service objectives by monitoring linkages between casework disciplines and by networking team members. Facilitates team issues. Provides growth opportunities for team members. Evaluates team and individual performance. Initiates corrective action.
- Monitors Section's work assignments. Reviews, analyzes, and prepares reports on the effectiveness of plans and services provided.
- Writes, completes and prepares correspondence, reports, forms and maintains required records, unit statistics, and files for monitoring and evaluating case plans, services, and team effectiveness.
- Assists community development staff by attending periodic community council meetings, visits to providers in the community, provision of workers periodically in the community, and by maintaining good community relations. Holds bi-weekly team meetings to review policy change, relays section chief meeting decisions and reviews team performance; involves team in decision making when appropriate. Holds monthly individual conferences with team members to review progress towards attainment at section and individual work objectives. Initiates corrective action if necessary.
- Performs other related duties as assigned.
- Attends conferences and training.

### **REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):**

- Bachelor's Degree and two (2) years of experience in client services case load work
- **OR** an equivalent combination of formal education and experience

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

- **Knowledge of:** budgeting; management; supervision; employee training and development; public relations; office practices and procedures; community services, programs, and regulations\*; interviewing; agency policies and procedures\*; general requirements of all programs represented by the team\*.
- **Ability to:** apply principles to solve practical problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals, and percentages; interview job applicants effectively; prepare meaningful, concise and accurate reports; understand technical manuals; proofread technical materials, recognize errors and make corrections; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public; establish professional cooperative atmosphere as supervisor or team leader of a work unit; work cooperatively with section leader and peers to develop and consistently improve outcome measures.
- **Skill In:** operating agency networked personal computer software and program operating systems.

**POSITIONS SUPERVISED:** 6 – 10 team members

**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

**If you are seeking more information about this position [CLICK HERE.](#)**