



Clermont County, Ohio
Human Resources Department
101 East Main Street
Batavia, Ohio 45103
(513) 732-7110

Family & Children First (FCF) Administrator

Do you enjoy working with families? Do you enjoy problem solving and finding ways to help others? Would you like the opportunity to remove barriers, identify strengths and problem solve to assist better outcomes for families? If so, Clermont County is seeking full time **Family & Children First Administrator** position within the Department of Job and Family Services, Division of Family & Children First.

Type:	Full-Time Permanent (Classified)
FLSA Status:	Exempt
Probationary Period:	120 Days
Salary:	Negotiable depending on qualifications/experience (Minimum Annual \$60,486.00)PR C
Posting Period:	Position will be open until filled.

BENEFITS:

Clermont County offers a great benefits package to its full-time employees including, but not limited to:

- Health, Dental and Vision Insurance (single to family plan options to fit your needs)
- Life Insurance - \$25,000 at no cost to employee
- Long-term Disability
- 11 paid Holidays per year
- 15 paid sick leave days per year - unlimited carryover of unused days
- Paid Vacation
- Paid Personal Leave
- Potential for Flexible Work Hours
- Tuition Assistance Program
- Ohio Public Employee Retirement System (employees contribute 10% of salary and employer contributes 14%)

JOB DUTIES:

Streamline and coordinate existing government services for families seeking services for their children. Develop and implement a process to annually evaluate and prioritize services, fill service gaps and collaborate with community partners to develop new approaches to achieve better outcomes for families and children. Assist in the coordination of efforts of community partners such as government agencies, schools, villages and townships in an effort to promote a safe, healthy environment for the family and community. Promotes cooperation and collaboration between all Clermont County agencies. Performs public relations activities. Ensures FCF programs complies with state, federal and local laws and regulations. Establishes policies and procedures in compliance with state departments' regulations for Family and Children First. Interprets agencies service policies and procedures. Reads and analyzes new material relevant to agencies' service programs. Establishes work priorities. Monitor grant and contract programs.

Facilitate case consultation meetings as requested by partner agencies. As requested, conduct clinical reviews on youth placed in congregate care settings to ensure youth receive timely discharge planning and attention to unmet clinical needs. Conduct site visits to congregate care providers that have a Clermont County youth in placement. Complete a site visit report and disseminate to community partners. Work to amicably resolve issues between providers and system agencies when requested. Collaborate with Clermont County Job & Family Services contract staff regarding provider contract concerns and issues. Conduct visits to potential congregate care providers, working to ensure that children who are in need of out of home care have the ability to be placed in the most appropriate level of care, with a provider that can meet their needs and in as close proximity to Clermont County as possible. Prepare new provider report including recommendations.

Manages and updates all documents associated with FCF, i.e., Membership List, by-laws, release/consent forms. Arranges for FCF Council meetings; creates agendas, arranges for minute taking and distribution, and writes follow-up reports. Represents FCF Council to local and state agencies, as well as general public. Attends board meetings of various agencies, as necessary. Attends

relevant and required state and local meetings/workshops/ conferences. Writes grant proposals and provides letters of support for funding, as approved by FCF Council. Analyzes and interprets state and federal (where applicable) regulations governing grant programs and services; completes all required reports and associated paperwork; maintains knowledge of new developments, laws and regulations affecting FCF. Communicates all aspects of FCF funding on state and local level, in collaboration with fiscal staff.

Performs other duties as determined by the Director and/or the FCF Council or Chairperson(s). Works alone or with other persons in short or long-term team projects to resolve problems or conflicts in any area of county operations or to complete assigned projects at the direction of any county supervisor or Department Head when assigned. Works aggressively to reduce or eliminate safety/risk concerns in current position or work location. Reports safety/risk management issues to immediate supervisor.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in Social Work, Psychology, or Human Services (Master's Degree preferred) or an Associate's degree with 2 years of work-related experience and be licensed as a social worker or counselor within the State of Ohio.

Requires experience in program administration. Supervisory experience preferred. Experience providing behavioral health services to children, adolescents, and/or families. Knowledge of research and data collection; services/resources for children and families, and child-serving systems operations and trauma-informed care. Interpersonal skills and ability to work with and coordinate activities with Family & Children First (FCF) Council and member agencies. Proven ability to work with both the formal and informal service systems and to build partnerships in the community. Excellent communication, organizational, problem-solving and team building skills; computer skills; demonstrated attention to detail; and, ability to work independently.

Must have a valid driver's license with an acceptable driving record, daily access to private insured vehicle during work hours and proof of insurance. Must have ability to periodically attend functions or perform duties outside normal working hours.

-or education, training and/or experience in an amount equal to the Minimum Qualifications stated above

ADDITIONAL INFORMATION:

Applicants must meet the minimum qualification requirements stated above. Military education and experience may be substituted for college and vocational certificate level course work on a case-by-case basis based on the American Council on Education (ACE) Military Guide recommendations. For consideration please include a military transcript and/or Form DD214 with your application. Conditions and procedures for selection will be consistent with Clermont County Personnel Policy and/or Collective Bargaining Agreements, if applicable. Also, certain classifications, because of the nature of the work, require pre-placement and/or periodic physical examinations which may include drug/alcohol screening tests. Employment in a position with Clermont County Department of Job and Family Services is contingent upon successful completion and favorable adjudication of a criminal background check conducted by the Ohio Bureau of Criminal Investigations and the Federal Bureau of Investigations.