

Knox County Job & Family Services Equal Opportunity Employer

Knox County is hiring! Please see the posting information below for more details. Interested and qualified applicants should apply by submitting a resume, cover letter and application online at <https://www.governmentjobs.com/careers/knoxcounty> or email them to Courtney L. Lower, Knox County Human Resources Director, at courtneylower@co.knox.oh.us. Thank you!

Title: Family Children First Council Coordinator

Department: Knox County Job & Family Services, Children Services

Position Type(s): Full-time, 40 hours per week
Exempt

Typical Work Schedule: 8:00 a.m. to 4:30 p.m., Monday to Friday

Starting Wage: \$46,079.00/annually

Objective: Acts as a conduit on behalf of the FCFC council to streamline and coordinate existing government services for families and children. Acts as Coordinator with various agencies and programs focused on transforming the delivery and implementation of services designed to assist families and children as defined as defined in ORC 121.37.

Minimum Qualifications:

- Bachelor's degree in Social Work, Social Services, Psychology, Sociology, or related field and three (3) years of relevant experience preferred. A combination of education and 7 years of relevant experience may be considered.
- Experience working with children and families
- Professional experience with Knox County's resources and services available to families and children
- Professional experience with and knowledge of Knox County social service agencies and community partners Experience coordinating and facilitating cross agency and community resources
- Experience developing and leading committees designed to reach consensus
- Leader with vision and planning skills that will expand and take coordinated services into the future
- Must possess a valid Ohio Driver's License and acceptable driving record
- Must meet and maintain qualifications for driving on county business as a continued condition of employment
- Must be able to pass background check

Essential Job Functions:

- Reports to Children Services Administrator
- Ensures compliance with FCFC requirements as dictated by ORC 121.37
- Develops and implements FCFC council's strategic vision
- Monitors FCFC contracts at the direction of the Administrative/Fiscal Agent
- Maintain daily in person office hours. Offsite as schedule dictates
- Track and report billable hours for FCFC duties
- Ensures compliance with federal, state, local requirements/regulations for grants, budgets, FCFC etc.
- Complies with agency policies and procedures
- Participates internally and with partner agencies in client support services, court hearings, activities and meetings
- Consults with FCFC Administrative Agent and FCFC Council/Executive Board as needed and at regular intervals
- Serves as a liaison between community partners and resources
- Develops and maintains FCFC's budget
- Grant proposal, monitoring and compliance (MSY funding application to ODM)
- Assists FCFC in application for grants and program development
- Facilitate meetings, set and create agenda,
- Public speaking on FCFC work and on behalf of FCFC executive board
- Promote parental involvement in FCFC

- Represents FCFC in committees, work groups, tasks force, etc.
- Prepares reports and communicates data to FCFC executive board
- CANS assessments as required, other assessments and service coordination as required
- Proficient in all forms of office technology (computers, laptops, tablets, phones) and programs (word, excel, etc.)
- Review and approve funding, and services. Documents client records in system of record
- Attend training and earn certifications as needed
- Other duties as assigned by FCFC council or JFS

***See full position descriptions for more details.**