

## **JFS MGR- CHS- Family Conference Supervisor (2676-12)**

### **Deadline to Apply:**

August 3, 2021

### **Work Location:**

Hamilton County Job and Family Services  
222 East Central Parkway  
Cincinnati, OH 45202

### **Work Hours:**

80 Hours Bi-Weekly

### **Starting Salary:**

\$ 28.75 an hour

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: [Inventory of Criminal Offenses Ruling Out Consideration for Hire](#). Convictions from this list may disqualify a candidate for employment with HCJFS.

### **Requirements (Education, Experience, Licensure, Certification):**

- Bachelor's degree in Social Work, Human Services, Psychology, Special Education, Therapeutic Recreation, Sociology, Criminal Justice, Public Administration or other closely related field (i.e. those fields that involve the provision of direct services and the assumption of case responsibility, with training in social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, and/or marriage and family therapy, etc.) from an accredited college or university; **AND** Three (3) years of related direct service and administrative experience

### **POSITIONS SUPERVISED:**

Staffing Facilitators; Social Program Specialist

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

**Knowledge of:** supervision; child welfare practice standards; safety decision making; employee training and development; case management; psychology and/or human behavior; sociology or social work; available community resources specific to area in which employed; federal and state regulations specific to area in which employed; federal and state regulations specific to program services delivered; agency policies and procedures\*, manpower planning\*, treatment team concepts, interviewing.

**Ability to:** Utilize innovative strategies to strengthen practice; apply principles and solve practical problems; define problems, collect data, establish facts and draw conclusions; deal with large number of variables and determine specific course of action; review and critique cases and approve or disapprove and make recommendations; write instructions, specifications, training materials; gather, collate and classify data; establish goals, objectives, policies and procedures; recognize unusual or threatening conditions and take appropriate emergency action; handle sensitive inquires and contacts; prepare and deliver speeches before general audience; write accurate reports; establish friendly atmosphere as supervisor of work unit.

### **ESSENTIAL JOB FACTORS:**

Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI).

### **LICENSURE AND CERTIFICATION REQUIREMENTS:**

**None**

**PREFERRED QUALIFICATIONS:**

Demonstrated understanding of Hamilton County's Safety Model

**Job Duties (Summary):**

- Directs all activities of the Family Conference and Semi-Annual Administrative Review (SAR) Unit. Provides oversight of Family Conference and Semi-Annual Administrative Review processes to enhance family engagement and casework decisions, which include accurate safety decisions and sufficient safety-planning, placement stabilization, reunification and permanency.
- Develops and sustains policy, procedure and practice pertaining to Family Team Meetings and SARs; monitors application of established policies and procedures through observations, review of completed work and assurance of accurate safety decisions; collaborates with Children's Services managers and staff to ensure sufficient safety decisions and permanency plans to support better outcomes for children and families.
- Supervises and provides direction to staff via review and observation of SARs and Family Conferences; supervision to include individual and group meetings, coaching, modeling and shadowing to ensure best practice; holds staff accountable for performance and utilizes progressive discipline when deemed necessary.
- Reviews and Distributes work assignments including scheduling of Family Conferences and SARs; ensures all SARs and Family Conferences are scheduled and completed as outlined per policy.
- Conducts Family Conferences and Semi-Annual Administrative Reviews in the absence of Facilitators.
- Attends necessary training as required.

If you are seeking more information about this posting, please [CLICK HERE](#).